

*Greenwood Leflore
Consolidated
School District*



Employee Handbook

—  —
2023-2024



INTERIM SUPERINTENDENT'S MESSAGE

Greetings GLCSD Faculty and Staff,

As a resident in the Greenwood Leflore Consolidated School District, I am honored to rejoin all of you educationally as the Interim Superintendent. For the 2023-2024 school year, please know that we are committed to building a strong foundation based on great teachers, administrators, support staff, district staff, school board, and an engaged community. Our overarching theme/motto is continuous growth and improvement in academic, athletic, and artistic excellence.

The purpose of this professional and classified staff handbook is to provide guidance and information related to the organization's mission, values, policies, procedures, and benefits in a written format. Please note that this handbook aligns with the local and state policies that include principles outlined in the Mississippi Code of Ethics.

We hold high expectations for all GLCSD faculty and staff members in preparing our students for the potential challenges they may face in their academic career. To support students in their overall growth, we depend on our excellent staff to continue to raise the bar in the classrooms, on the field, and in the community. I am proud of the progression that has been made before my tenure and look forward to working with all of you to propel the district to higher and greater achievements.

Once again, I look forward to working with all of you and I am honored to serve as your Interim Superintendent.



Mr. Charles Brooks
Interim Superintendent
Greenwood Leflore Consolidated School District

GLCSD Focus:

Investing in our future by developing every student

GLCSD Motto:

20/20 Vision

GLCSD Mission:

The mission of Greenwood Leflore Consolidated School District is to unify, educate, and prepare all students for college and career by providing a high-quality learning experience.

GLCSD Vision:

A community united to improve the quality of life through education

GLCSD Goals:

- Goal 1: Increase Student Achievement
- Goal 2: Provide Safe and Orderly Schools
- Goal 3: Provide a Positive Educational Experience
- Goal 4: Improve Parent and Community Engagement
- Goal 5: Maintain Fiscal Integrity and Accountability

Board of Trustees:

- Dr. Roshawn Bailey, President
- Dr. Kalanya Moore, Vice President/Secretary
- Ms. Magdalene Abraham, Member
- Mr. Henry Fant, Jr., Member
- Mrs. Jackie Lewis, Member

Interim Superintendent:

Mr. Charles Brooks

Assistant Superintendents:

- Zinnia Howze-Wince
- Dr. Likisha Coleman



GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT

Charles E. Brooks, Interim Superintendent

1901 Highway 82 West | Greenwood, Mississippi 38930

Phone: 662-453-4231 Email: cbrooks@glcsd.org

2023-2024 DISTRICT CALENDAR

Board Approval: May 2, 2023

DATE	ACTIVITY
July 3-4, 2023	Independence Day
July 10-28, 2023	Registration
August 1-4, 2023	Teacher PD Days
August 7, 2023	Students' First Day
September 4, 2023	Labor Day
September 7, 2023	Progress Reports
October 6, 2023	End of the 1 st 9 Weeks
October 9, 2023	Grades Due
October 12, 2023	Report Cards/Parent Teacher Conferences (10 am – 6 pm) No Students
October 13-16, 2023	Fall Break
November 7, 2023	Election Day (No School)
November 8, 2023	Progress Reports
November 20-24, 2023	Thanksgiving Holidays
December 20, 2023	End of the 2 nd 9 Weeks
December 20, 2023	60% Day
December 21, 2023-January 3, 2024	Christmas Holiday
January 4, 2024	Teacher Professional Development Day
January 5, 2024	Students Return
January 8, 2024	Grades Due
January 10, 2024	Report Cards
January 15, 2024	MLK Day
February 7, 2024	Progress Reports
March 8, 2024	End of 3 rd 9 Weeks
March 8, 2024	60% Day
March 11-15, 2024	Spring Break
March 18, 2024	Grades Due
March 20, 2024	Report Cards
March 29, 2024	Good Friday
April 1, 2024	Easter Holiday
April 10, 2024	Progress Reports
May 17, 2024	Seniors Last Day
May 22, 2024	Grades Due
May 22, 2024	Students Last Day
May 24, 2024	Report Cards
May 24, 2024	Teacher PD/Last Day
May 25, 2024	Graduation
May 27, 2024	Memorial Day



2023-2024 SCHOOL BOARD MEETINGS & WORK SESSIONS CALENDAR

WORK SESSIONS - 4:30 PM

Wednesday, June 28, 2023
Wednesday, July 26, 2023
Wednesday, August 30, 2023
Wednesday, September 27, 2023
Wednesday, October 25, 2023
Wednesday, November 29, 2023
Wednesday, January 10, 2024
Wednesday, January 31, 2024
Wednesday, February 28, 2024
Wednesday, March 27, 2024
Wednesday, April 24, 2024
Wednesday, May 29, 2024

REGULAR BOARD MEETINGS - 5:00 PM

Tuesday, July 18, 2023
Tuesday, August 1, 2023
Tuesday, September 5, 2023
Tuesday, October 3, 2023
Tuesday, November 14, 2023*
Tuesday, December 6, 2023
Tuesday, January 16, 2024**
Tuesday, February 6, 2024
Tuesday, March 5, 2024
Tuesday, April 2, 2024
Tuesday, May 7, 2024
Tuesday, June 4, 2024

*Change is due to Election

**Change is due to Christmas/New Year Holiday

District Contact Information

NAME	POSITION/TITLE	EXT.	OFFICE NUMBER	EMAIL ADDRESS
Charles Brooks	Interim Superintendent		662-453-4231	cbrooks@glcsd.org
Ronda Rimmer	Executive Assistant	1036	662-453-4231	rrimmer@glcsd.org
Zinnia Wince	Assistant Superintendent	1037	662-581-3039	zwince@glcsd.org
Ashley Sibley	Administrative Secretary	1029	662-453-4231	asibley@glcsd.org
Likisha Coleman	Assistant Superintendent of District and School Operations	1006	662- 644-0668	lcoleman@glcsd.org

DEPARTMENT OF ACADEMICS

Mary Johnson	Director of Curriculum	1025	662-581-3024	mjohnson@glcsd.org
Chiqueta Daniels	Director of Testing/Professional Development	N/A	662-581-3013	cdaniels@glcsd.org
Dr. Edshundra Gary	Director of Early Collaborative	1024	662-581-3022	egary@glcsd.org
Cassandra Hart	District Academic Coach	N/A	662-299-3109	chart@glcsd.org

DEPARTMENT OF FINANCE

Lekenya Thomas	School Business Officer/Administrator	1012	662-644-0683	lthomas@glcsd.org
Patsy Stanley	Payroll	1018	662-644-0656	pstanley@glcsd.org
Joyce Branch	Payroll/Insurance/Attendance	1019	662-644-0726	jbranch@glcsd.org
Shaunteria Flowers	Accounts Payable	1005	662-644-0658	sflowers@glcsd.org

ReShundra Boles	Accounts Payable	1013	662-644-0659	rboles@glcsd.org
Kim Williams	Senior Accountant	1015	662-644-0661	kwilliams@glcsd.org
HUMAN RESOURCES				
Rosalyn K. Griffin	Director of Human Resources	1061	662-581-3013	rgriffin@glcsd.org
Juanita Edwards	Assistant Director of Human Resources	1020	662-644-0677	jedwards@glcsd.org
DEPARTMENT OF FEDERAL PROGRAMS				
Cynthia House	Chief of Federal Programs	1023	662-581-3014	chouse@glcsd.org
Lillie Stanley	Federal Programs Secretary	1022	662-581-3028	lstanley@glcsd.org
Fallon Jackson	Federal Programs Bookkeeper	1030	662-459-8004	fjackson@glcsd.org
LaDonna Jefferson	Homeless/Federal Programs/Fixed Assets	1010	662-644-0662	ljefferson@glcsd.org
ATHLETICS				
Clinton Gatewood	Director of Athletics	1014	662-581-3025	cgatewood@glcsd.org
Tarshala Clerk	Athletics Secretary	1031	662-459-8040	tclerk@glcsd.org
SECURITY				
Douglas Carthledge	School Security and Safety Coordinator	6068	662-374-7068	dcarthledge@glcsd.org
Sybil Metcalf	Security Clerk	7366	662-374-7097	smetcalf@glcsd.org

MAINTENANCE /BUS SHOP/ TRANSPORTATION				
Torien Howard	Director of Maintenance	7037	662-644-0670	thoward@glcsd.org
Shiovauhn Beckworth	Maintenance Clerk	N/A	662-644-0718	sbeckworth@glcsd.org
Talece Hudson	Director of Transportation	1272	662-459-8009	thudson@glcsd.org
Ted Anderson	Asst. Director of Transportation	7052	662-644-0652	tanderson@glcsd.org
Jessica Dean	Secretary	1271	662-459-8009	jdean@glcsd.org
SPECIAL EDUCATION DEPARTMENT				
Andrea Thomas-Parker	Director of Special Education	1360	662-459-8039	aparker@glcsd.org
Carissia Mayes	Asst. Director of Special Education	N/A	662-453-7253	cmayes@glcsd.org
Bobbie Peoples	Social Worker	6115	662-459-8041	bpeoples@glcsd.org
Tomeko Beck	Child Find	2084	662-581-3021	tbeck@lefcsd.org
Timothy Spivey	Transition Coordinator	7260	662-581-3033	tspivey@lefcsd.org
Felecia Robinson	Secretary	1361	662-581-3021	frobinson@lefcsd.org
TECHNOLOGY				
Shannon Storm	Director of Technology	7022	662-644-0622	sstorm@glcsd.org

Eric Mitchell	Fixed Assets	7064	662-644-0664	emitchell@glcsd.org
Tommie Moore	Technician			tmoore@glcsd.org
EDUCATIONAL SERVICES				
LouAnn Aldridge	Receptionist	1001	662-581-3032	laldridge@glcsd.org
Nekeshia Collins	Delta Health Alliance Liaison	N/A	662-581-3029	ncollins@glcsd.org
Lachada Robie-Purnell	School Improvement/MTSS Specialist	N/A	662-581-3029	lpurnell@glcsd.org
Denina Flowers	Data Collection Specialist (Delta Health Alliance)	N/A	662-581-3024	dflowers@glcsd.org
Yvette Totten	Director of Food Service	1026	662-374-7070	ytotten@glcsd.org
Sharon Webster	Food Service	1008	662-644-0663	swebster@glcsd.org
Precious Latham	Food Service Secretary	1027	662-581-3013	platham@glcsd.org

Elementary School Directory

BANKSTON ELEMENTARY SCHOOL (K-6th)

1312 Grand Blvd., Greenwood, MS 38930
Phone: (662) 455-7421

CLAUDINE BROWN ELEMENTARY SCHOOL (Pre-K-2nd)

Highway 49 South, Greenwood, MS 38930
Phone: (662) 459-8005

DAVIS ELEMENTARY SCHOOL (K-6th)

400 Cotton Street, Greenwood, MS 38930
Phone: 662-455-7425

EAST ELEMENTARY SCHOOL (3rd-5th)

208 Meadowbrook Road, Greenwood, MS 38930
Phone: 662-459-8013

LEFLORE COUNTY ELEMENTARY SCHOOL (Pre-K-6th)

401 Lakeside Drive, Itta Bena, MS 38941
Phone: 662-581-3038

THREADGILL ELEMENTARY PRIMARY SCHOOL (Pre-K-1st)

1300 Carrollton Avenue, Greenwood, MS 38930
Phone: 662-644-0685

THREADGILL ELEMENTARY SCHOOL (2nd-6th)

1001 Broad Street, Greenwood, MS 38930
Phone: 662-455-7440

Middle School Directory

AMANDA ELZY JR HIGH SCHOOL (6th-8th)

604 Elzy Avenue, Greenwood, MS 38930

Phone: 662-459-8008

GREENWOOD MIDDLE SCHOOL (7th-8th)

1200 Garrard Avenue, Greenwood, MS 38930

Phone: 662-455-3661

High School Directory

GREENWOOD HIGH SCHOOL (9th-12th)

1209 Garrard Avenue, Greenwood, MS 38930

Phone: 662-455-7450

LEFLORE COUNTY HIGH SCHOOL (7th-12th)

401 Lakeside Drive, Itta Bena, MS 38941

Phone: 662-374-7076

AMANDA ELZY HIGH SCHOOL (9th-12th)

604 Elzy Avenue, Greenwood, MS 38930

Phone: 662-459-8034

CAREER AND TECHNICAL CENTER

616 Sycamore Avenue, Greenwood, MS 38930

Phone: 662-455-7414

ALTERNATIVE SCHOOL

410 Main Street, Greenwood, MS 38930

Phone: 662-455-8989

INTRODUCTION

Greenwood Leflore Consolidated School District provides this employee handbook to guide all licensed and non-licensed personnel in following all of its policies and procedures. These policies establish the rules which govern the employee and the employer. These policies and procedures are designed to foster the most efficient operation of the school system, covering conditions of employment, promotions, work schedules, leave policies, retirement, etc. It is the responsibility of each employee to know and abide by the policies and procedures of the Greenwood Leflore Consolidated School District. It is the desire of the Board of Trustees that each person be fully cognizant of his/her responsibilities in the overall educational program of the district. The GLCSD employee handbook has been designed to serve as a quick reference for many issues relating to your employment with Greenwood Leflore Consolidated School District. The GLCSD Policy Manual is the authority in cases of a disparity between the Manual and the Employee Handbook. Being cognizant of and abiding by the policies and procedures related to your job is essential to having a successful school year. Please review this handbook carefully. If you need to refer to the handbook in the future, remember that the most recent version will be available on the GLCSD website. In addition, the Office of Human Resources and the Office of Finance can provide assistance with questions relating to your employment and benefits.

Rosalyn K. Griffin
Director of Human Resources
(662) 581-3013

LaKenya Thomas
School Business Officer/Administrator
(662) 644-0683

TITLE VI AND TITLE IX COMPLIANCE POLICY

TITLE VI - Greenwood Leflore Consolidated School District will provide a free and appropriate public education to all handicapped school age children in accordance with State Law and Public Law 94-142 and Board of Trustees' policy.

TITLE IX - "No Person.....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."

The Title IX Coordinator for the Greenwood Leflore Consolidated School District can be contacted at (662)453-4231 or in writing at 1901 Highway 82, West, Greenwood, MS 38930. Inquiries to recipients concerning the application of Title IX and its implementing regulation may be referred to the Title IX Coordinator or to OCR.

DISCRIMINATION POLICY

The Greenwood Leflore Consolidated School District does not discriminate on the basis of race, color, sex, age, handicap, religion, or national origin with regard to any policy, procedure, or program operation.

ABSENCES

Employee absences can affect the progress of students and therefore the progress of the District. Absences should be limited to those that are absolutely necessary. Absences for school business will not negatively impact an employee's standing.

Planned absences should be handled by the advance completion of a Leave Request Form ensuring that all necessary signatures are secured **prior** to the absence.

Unplanned absences such as those resulting from illness, deaths in the family, or other emergencies should be handled as soon as the employee returns to work by the completion of a Leave Form designating the reason for the absence. It is the employee's responsibility to make sure that all appropriate leave paperwork is completed. Leave requests should be completed on the first day back from an unexpected absence. Failure to complete the correct paperwork could result in deductions from pay and from accrued leave.

ACADEMIC CALENDARS AND SCHOOL SCHEDULES

Every school in the District abides by the board approved 2023-2024 School Calendar. The standard school day for elementary students must consist of a minimum of 330 minutes of instruction. For secondary students, there must be a minimum of 376 minutes. The school year is built to address the requirement for students to attend school at least 180 days per year.

ACCREDITATION

Greenwood Leflore Consolidated School District is accredited by Cognia. This accreditation means that schools in the district meet the high standards established by this accrediting body.

ASBESTOS ANNUAL REPORT TO ALL EMPLOYEES

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. Greenwood Leflore Consolidated School District completed the required re-inspection report. A copy of this report is on file in the school administration office and is available to the public for review. This report will serve as the annual notification by the Greenwood Leflore Consolidated School District.

ATHLETIC PROGRAMS

Greenwood Leflore Consolidated School District participates in athletic programs sanctioned by the Mississippi High School Activities Association. For a student to participate in an athletic program, they must meet the requirements of the **No Pass - No Play Rule**. MHSAA requires school districts, staff, and student athletes to demonstrate good sportsmanship at all times and to meet all other requirements established in the MSHAA Rulebook. Pay supplements of varying ranges are provided to staff members who coach or sponsor the athletic programs the district offers.

BREAKS

Breaks are afforded to hourly employees and classified employees in accordance with the standards of the United States Department of Labor. Fifteen-minute breaks are allowed every four hours. Twelve-month employees may take 1 hour or 30-minute lunch breaks. However, they must still work an eight-hour day and the time chosen for the lunch break must have the approval of the immediate supervisor. Certified teachers do not have true designated breaks. Instead, they are given unencumbered planning time consistent with state law.

Site administrators have discretion regarding teachers supervising classes at lunch time and often the rotation that principals set up for duty affords teachers opportunities for breaks (i.e.—time without students). Leaving campus during planning time or during a break must have the prior approval of the principal/supervisor.

CATASTROPHIC INJURY OR ILLNESS

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 local school 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.
- Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and 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 of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

CERTIFIED EMPLOYEES

Certified Employee is an employee employed in a full teaching position who meets the requirements to hold such a position as defined by the Mississippi State Department of Education. These persons are employed on an annual basis; however, their work is limited to periods when school is in session and required in-service.

CHAIN OF COMMAND

Every employee in the district has an immediate supervisor. It is to that immediate supervisor that you should go for all inquiries, directions, and permissions that you need. Your immediate supervisor is your starting point for addressing all problems and concerns. Only after you have made attempts to resolve issues with your immediate supervisor’s involvement should you move to the next level. While the Superintendent of Education has an open-door policy for parents, students, and employees, it will be his practice to redirect employees who have ignored the proper chain of command in handling and resolving issues of concern. Failure to follow the proper chain of command is a form of insubordination which may result in a written reprimand and/or a formal plan for improvement that will be placed in the employee’s personnel file, suspension, or termination (in the case of classified employees).

CHILD ABUSE

In accordance with Section 43-21-353 of the Mississippi Code of 1972, teachers are required to report suspicion of child abuse immediately. Child abuse is very prevalent in today’s society. It is the duty of any teacher who suspects that one of his/her students has been abused to report such suspicions to the Department of Human Services and to the school administration.

CHILD CUSTODY

In all cases regarding child custody, the Greenwood Leflore Consolidated School District requires an official copy of the custody order to be on file at the school. The school district will abide by the

requirements of the custody order in dealing with any issues requiring contact with the parent or guardian or instances relating to provision of records, the allowance of school visitation, and/or checking a student in or out of school. It is the staff member's responsibility to make sure he/she has reviewed the cumulative record of each student being served to make sure you are aware of special circumstances involving the custody of a student.

CHILD NUTRITION SERVICES

The Greenwood Leflore Consolidated School District participates in the Federal School Lunch and School Breakfast programs. We believe that a well-fed child is a child who will be healthier and can learn better. We provide foods that meet federal and state nutrition guidelines. **No employee responsible for duty or for taking a student to breakfast or lunch should use the withholding of the privilege to eat as a means of student discipline.**

All adults who eat breakfast or lunch provided by the Child Nutrition Department must pay for their meals according to the established rates. Portion sizes for the meals served fall under strict guidelines. Additional portions requested require additional costs.

CLASSIFIED EMPLOYEES

A classified employee is an employee who is not required to hold a degree or certificate but is required to be sufficiently skilled in the position he/she holds. This class includes assistant teachers, secretaries, bookkeepers, and maintenance personnel. These persons are employed by at-will agreements on an annual basis.

CLASSIFIED & CERTIFIED STAFF LEAVE

SICK LEAVE

Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of ten (10) days for absences caused by illness or physical disability of the employee during that school year. In

the event that employment does not commence at the beginning of the school year, sick leave shall be calculated at the rate of one day per month for each contractual month employed, except that nine-month (180) days employees earn ten (10) days. Ten-month (200) days employees earn ten (10) days. Eleven-month (220) days employees earn eleven (11) days. Twelve-month (240) days employees earn twelve (12) days. Any sick leave taken on the first workday and the first day of the school term, the last workday and the first day of the school term, on a day previous to a holiday or a day after a holiday, unless on such days an immediate family member of the employee is being deployed for military service, shall require a doctor's verification.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, 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 allowed in the school district shall be unlimited.

No deduction from the pay of such classified and/or certified employee may be made because of absence of such classified and/or certified employee caused by illness or physical disability of the classified and/or certified employee until all sick leave allowance credited to such classified and/or certified employee has been used.

PERSONAL LEAVE

Each certified & classified employee (secretaries, bookkeepers, bus drivers-full time, maintenance personnel, janitors, maids, assistant teachers, and cafeteria personnel) at the beginning of each school

year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absence caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day prior to a holiday or a day after a holiday. No deduction from the pay of such employee maybe made because of absence of such employee caused by personal reasons until all personal leave allowance credited to such employee has been used. However, the Superintendent of the school district may, in his discretion, allow an employee personal leave in addition to any minimum personal leave allowance under the condition that a regular day's pay be deducted if the classified employee has exhausted all sick leave.

PAID HOLIDAYS

Below are the paid holidays for the district. Classified employees are only paid for the holidays that fall between their beginning and ending work dates. Paid holidays are forfeited if employees miss the day before/after a holiday.

Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Day, Martin Luther King, and Memorial Day

CONFIDENTIALITY

Both students and employees have a right to confidentiality. Employee personnel matters are handled confidentially. Student matters and student records are also to be handled confidentially. You expose the district to risk when you discuss student matters with individuals who do not have a need to know. Employees who are acting according to the district's policies and procedures are covered against liability in claims brought against the district. However, when an employee knowingly violates a district rule or procedure, there is no such protection. A number of professional education organizations offer personal liability insurance that employees may wish to purchase on their own.

CONTRACTS

The 2023-2024 school year begins on July 1, 2023 and ends on June 30, 2024. The number of days each employee is hired to work is indicated on the contract each employee signs. GLCSD uses two (2) types of contracts: the standard contract used for certified staff and licensed administrators and at-will agreements used for classified staff and for teachers who perform additional duties such as coaching, sponsoring cheerleading, etc. Rates of pay established in contracts are based upon verified years of experience and certification.

At will contracts may be ended by either the employee or the school district by providing two (2) weeks of notice. Standard contracts (issued to licensed and certified personnel) are for a period of one year. Standard contracts are expected to be honored by both parties. It is considered a breach of the contract if an employee does not fulfill the obligations and specified dates of work outlined in the standard contract. Mississippi law allows school districts to pursue the revocation of the employee's license for a period of one year when a standard contract is breached. The district is allowed discretion in pursuing this avenue if it can find a suitable replacement for the employee wishing to end his/her employment. The option to make the choice rests with the district's superintendent and the school board.

CORPORAL PUNISHMENT

The law of the State of Mississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school.

The policy of GLCSD is to administer corporal punishment as a measure of last resort, and only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. Corporal punishment may be administered by the principal, assistant principal, or such certified person designated by the principal. Corporal punishment must be administered in the

presence of another certified employee of GLCSD. A written record of corporal punishment shall be turned in at the end of the school session to the school principal.

Any student with an IEP or 504 Plan cannot receive corporal punishment.

CUMULATIVE FOLDERS

Teachers, in conjunction with school counselors, are required to keep student's cumulative folders up to date. Student cumulative records are to be kept private and are not to be discussed at random with unauthorized personnel. Teachers are charged with the duty of recording pertinent information as directed by the school principal.

DRESS

The Board of Trustees has adopted a requirement for students to wear uniforms to school. While there is no such requirement for employees, it should go without saying that if we require students to look and dress in a certain way, the same is expected for employees. Employees are expected to set an example that reflects our profession. In dress, conduct, and interpersonal relationships, we must project a professional image that leaves no doubt that we take our work seriously and expect others to respect the work that we do. Our attire will send a clear message that we respect our work environment and each other, and more importantly, the field of education.

No employee's appearance should cause a distraction to such an extent that it would violate another individual's rights. All employees are expected to observe minimum standards of hygiene, sanitation, and personal appearance. Clothing should neither be too tight or too short. Clothing should not reflect inappropriate language or artwork. Hair should be neatly styled to cause no disruption in the education of our students. At all times, the attire should be business or business casual unless the work the employee is performing is of a nature that requires a different type of clothing. In such cases,

the employee should have the approval of his/her immediate supervisor to wear clothing of any type differing from the types indicated in the paragraph above. All employees are expected to dress beyond the expectations for students.

Note that on certain days such as spirit days, field trip days, etc., staff members may have their principal's approval to be attired in jeans and school tee shirts. Otherwise, blue jeans are not the appropriate professional attire for work.

Inappropriate dress or personal grooming includes, but is not limited to:

- Denim jeans of all colors
- Denim jeans that are too tight or that have been altered in any manner that is inconsistent with this policy when allowed on spirit days.
- Leggings, tights (except under skirts, dresses, jumpers)
- Warm-up pants or sweat suits or tee shirts, overalls
- Work clothes (except for specific assignments or on workdays as pre-approved by the school principal)
- Clothing or accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities or casinos)
- Provocative clothing (thin straps, tube tops, low necklines, low backs, strapless, too tight, too short, midriff revealing, see through, etc.)
- Display of controversial tattoos and body piercing (eyebrow, nose, tongue) that are disruptive to the teaching/learning process, male earrings.
- Hair wrapping or curlers of any type

DUTY ASSIGNMENTS

Supervision of students is a responsibility equally shared by all staff. Principals have the discretion to assign duty to any employee. It is the responsibility of the employee to be at the assigned post on the designated day and at the designated time to ensure that we are affording our students the safest surroundings possible. Failure to perform assigned

duty may reflect negatively on the employee's evaluation, may result in the employee being placed on a plan for improvement, and may have a bearing on future employment recommendations.

Teachers should be posted in the hallways at their doors at **every** class change, at the beginning of the day and at the end of the day. Principals may assign duty such as playground/recess duty, morning duty, afternoon duty, bus duty, and any other duty deemed necessary to ensure safe school operations.

EARNED LEAVE

Seven (10) sick days and (2) personal leave days are awarded to staff members each year. Any employee exceeding a normal school year (187 days) shall be granted one additional day of sick leave for each twenty (20) days. Twelve-month employees also earn ten (10) days of vacation each school year. New employees that are eligible for vacation leave will be able to begin using that leave at the end of their 10th month of employment in the school district.

Vacation leave is to be used in the school year in which it is earned. Personal leave days can be accumulated up to 5 days. Any days over five (5) will be added to sick leave in the subsequent school year.

EDUCATOR LICENSE

It is the responsibility of the employee to ensure that their Educator's License remains current. While the district employs a Human Resources Director to handle records management of employee files, it is not the responsibility to perform any function relating to keeping licenses current. Reminders about license expiration and opportunities to gain continuing education credits will be sent out.

EMPLOYEE CONDUCT

Employees of the Greenwood Leflore Consolidated 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 well-being.

The dignity of students and of the educational environment shall always be maintained. 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 violations 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).

EMPLOYEE PAY

All GLSD employees are paid once a month. Pay is handled by direct deposit. All pay is based upon the contract amount or hourly wage in force for the current school year. **If an employee changes their banking information, the employee is responsible for notifying the business office seven (7) days before the payroll date.** Failure to update the business office will result in your direct deposit being delayed.

EVALUATION

Every employee will be evaluated by his/her immediate supervisor at least annually. Employees who are new to the profession or those who are performing at a level that is less than adequate will be observed and evaluated more frequently. Teachers

who are new to the profession and those on plans for improvement may receive multiple evaluations and observations of work during the school year.

EVALUATION OF CLASSIFIED EMPLOYEES

The development of a strong, competent classified staff of employees, and the maintenance of high morale among the 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, 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 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.

EVALUATION OF PROFESSIONAL EMPLOYEES

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education through the Mississippi Educator & Administrator Professional Growth System. 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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations; ○ To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that

the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act of 1993 requires employers to provide up to 12 weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1,250 hours for the previous 12 months and meet the required family and medical reasons. These reasons include birth, adoption, or foster care placement of a child; the care of the employees' spouse, son or daughter, or parent (but not parent-in-law) who has a serious health condition, or the employee's own health condition. Employees would have an overall limit of 12 weeks for the care of their parent.

Eligible employees whose son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12 weeks leave entitlement to address certain qualifying exigencies.

FMLA also includes a special leave to care for a covered service member during a 12-month period.

Application for family medical leave shall be presented to the school district for approval 30 days in advance of the expected leave time, except in cases of emergency. A copy of the FMLA board policy GBRIA is located on our district website as well as available in the Office of the Superintendent.

PROCEDURES

Step 1: The employee must notify Human Resources that leave is needed

Step 2: Human Resources will notify the employee if he/she is eligible for FMLA leave.

Step 3: If the employee is eligible, the employee must provide a completed certification to Human Resources within 15 calendar days.

Human Resources will notify the employee whether the leave has been designated as FMLA within 5 business days.

FIXED ASSETS

The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be emphasized too strongly. The schools and departments should recognize a great responsibility for custody of its assets. This protective custody cannot be accomplished without complete and accurate records.

Another reason for developing and maintaining complete and accurate fixed assets records is to allow for accurate financial reporting. The value of fixed assets for schools and departments are substantial and usually far greater in value than current assets. When records are not adequate, an audit opinion will be *qualified* for fixed assets, which means the auditor does not have enough evidence to offer an opinion. A qualified opinion may result in an accreditation deficiency leading to a probationary status.

Each principal and administrator are given a listing of all fixed assets located in their location. The list contains a description of the asset, its asset number, and location. All retirement of fixed assets, regardless of method, shall be entered in the minutes of the school board.

STOLEN PROPERTY

Stolen property shall be reported to local law enforcement immediately upon discovery. Items will be identified and reported to the Business Manager on this form, signed by the party assigned the property and the Principal or Building Administrator. All affidavits must be accompanied by a police report signed by the investigating officer. Police

reports should be filed with the Business Manager no later than 48 hours after the discovery of the theft.

LOST PROPERTY

Lost property shall be reported to the Business Manager on this form and signed by the party assigned the property and the Principal or Building Administrator. The party that the asset is assigned to is financially responsible for lost assets which are acknowledged by the school board minutes.

REQUEST FOR DISPOSAL

Requests for disposal will be submitted to the Business Manager before any items can be taken off the fixed asset inventory. This will ensure proper documentation is available to the school board to make an informed decision. Disposal and deletion must be authorized by the school board.

TRANSFERS

All transfers of fixed assets, whether permanent or temporary, will be submitted to the Business Manager on the respective forms. The form will be signed by the principal or department head, the party transferring the equipment, and the party receiving the equipment. Principals and Building Administrators are obligated to track movement of all fixed assets assigned to them.

CAPITALIZATION

The school district will capitalize assets in accordance with the guidelines set forth by the Mississippi Office of the State Auditor.

Annual Physical Inventory Policy

A physical inventory will be taken at least annually. More frequent inventories will be taken as warranted.

DONATED ITEMS

All items (both monetary and non-monetary) that are donated to the district or any of its locations must be reported to and approved by the board and spread upon the board minutes. This includes items awarded through Donors Choose. These items will also be tagged with an asset number and added to the

inventory listing if they meet the criteria set forth by the state as a measure of adding items to inventory.

FIELD TRIPS

All field trips should have a direct relationship to the standards in the Mississippi Curriculum Frameworks. Field trips are not to be simply used as rewards. They should be of an educational nature that can help students see the real-life application of lessons learned from the curriculum. Field trips should be pre-approved and will require an appropriate number of chaperones to ensure that adequate supervision of students is provided.

GRADES

Teachers and teaching staff are required to keep accurate grade book academic records for each student taught by the teacher and to evaluate students' academic progress on a fair and impartial basis. **A minimum of 2 grades per week should be assigned for each student.**

The term (nine weeks) average will be determined by calculating the assignment grades, daily grades, and test grades together. The assignments and daily grade weight are calculated at 75% of the grade and the test grade weight is 25% of the calculation:

Example:

Daily Grades- 85, 80, 90, 70, 98, 86, 93, 99, 99

Daily Grade Average – 800 divided by 9 = 88.9 or 89 = 75%

Test Grades – 80, 95, 70, 95, 80

Test Grade Average – 420 divided by 5 = 84 = 25%

Term average = 75% of 89 (Daily Average) + 25% of 84 (Test Average)

$.75 \times 89 + .25 \times 84 = 66.75 + 21 = 87.75$

The semester average will be calculated by averaging the two (nine weeks) grades at a rate of one-half each.

Term One Average – 83 Term Two Average – 90

Average of Terms One and Two – 86.50

Semester Average – 87

Final Grade

The final grade is the average of semesters one and two.

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. 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. 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 [Policy GAE: Staff Complains and Grievances.](#)

GRIEVANCE PROCEDURES: LICENSED STAFF COMPLAINTS

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.

PROCEDURES 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 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.

IF GRIEVANT FAILS TO MEET THE DEADLINES ESTABLISHED THE GRIEVANCE IS CONSIDERED NULL AND

VOID.

INABILITY TO WORK

Whenever a teacher or staff member, for any reason, cannot fulfill his/her duties, the teacher or staff member is required to contact the school principal on the proposed day of absence or the day before, if possible.

INSURANCE

Fully funded health insurance is available to all fulltime GLCSD employees. Employees who work at least 20 hours per week and school bus drivers are also eligible for fully funded health insurance. Dependents may be covered by health insurance by the employee paying the premium specified for the number and type of dependent he or she wishes to insure. GLCSD has other forms of insurance available for employees to choose from including dental, vision, disability, etc. All available supplemental insurance selected by the employee has employee-paid premiums handled via payroll deduction.

JURY DUTY

The Greenwood Leflore Consolidated School District (GLCSD) Board of Trustees shall provide leave for employees who serve on juries and/or serve as a witness under subpoena. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, *Middleton*, 1991)

LEAVE REQUEST

Please note that a leave request is not approved until all required signatures are affixed to the Leave Request Form. Do not assume that simply because you have the leave day that your leave request will be approved. The effect of an employee's absence on the operation of the school district can have a great impact. Therefore, the district reserves the right to disapprove leave requests that it feels will have a detrimental effect on the operation of school or the district. Teachers and staff members are required to

request personal business leave **one week** in advance of the desired day for that leave. Personal business days cannot be taken on either the first or last day of the school year. These days also cannot be taken on the last school day before or the first day after a school holiday.

Leave requests are to be completed for all time missed. Employees should not expect to be able to miss parts of the workday and not have the time away from duty deducted from accrued leave. Whenever possible, appointments and doctor visits should be made after the workday ends.

Employees are encouraged to take full days or half days of leave when they must be away from duty. This request is necessitated by the fact that it is extremely difficult to manage a monthly payroll accurately when leave increments of smaller amounts must be calculated and reflected accurately in an employee's paycheck.

LEAVING CAMPUS

All staff members have specifically assigned duties and responsibilities during the school day. It is of utmost importance for the school administration to know if a staff member is away from school during this time. **Staff members must get approval from the school administration to leave school during the school day.**

LESSON PLANS

Teachers and teaching staff are required to write lesson plans. All teaching staff must write lesson plans for a period of one week in advance of class meeting time. It is required that lesson plans be turned in to the school principal once per week for approval. Lesson plans must be written in accordance with guidelines of the school administration. Lesson plans must contain the corresponding competencies and objectives. Lesson plans must also contain teaching strategies, interventions, remediation, enrichment, and technology integration.

MEDICATION

If a child has to take medicine during the school day, he/she is not to transport the medicine to and from school; however, the parent **MUST** bring the medicine to the school. The only time school personnel are to administer medicine is when it is prescribed by a doctor, in the original container, and contains explicit written directions on the label and/or if the specific directions are on file at the school. Medication dispensed at school may only be dispensed with the medicine in its original container showing the directions for dispensing. The school district employs school nurses; however, there is not a nurse for every school site. The district will do its best to be sure that whenever possible, medication to be given at school is dispensed by a nurse. In the absence of the availability of the nurse, medicine may only be dispensed by the principal's designee. All medication is kept in locked storage.

OBSERVATIONS

Supervisors conduct formal and informal observations of staff members routinely. Employees are to be notified following a formal observation regarding the supervisor's observation of their performance. Areas needing attention and improvement are to be specified and a reasonable timeframe for showing marked improvement should be identified.

PARENTAL COMMUNICATION TO SCHOOL OFFICIAL

Every federal law and every state law encourage strong relationships between the school and the home. GLCSD is sincere in its efforts to develop positive, long-lasting relationships with parents. There is greater potential for student success when there are open lines of communication between the home and school. Parents should feel free to call or visit the schools at any time. There are established procedures for classroom visits and conferences in place to ensure that teachers may spend their time delivering instruction. Phone calls are welcomed; however, when a parent wishes to speak to a teacher during class time, parents will be asked to leave their

names and numbers for a return call to occur during the teacher's conference period or the next day if the conference period has passed when the call is received. When messages are left, teachers and other staff members are expected to return the calls as promptly as possible.

PLANNING TIME

Every teacher is entitled to an uninterrupted daily planning time. Planning time is time when teachers have no students assigned to them. Planning time is to be used for planning and/or conferences. Planning time is not meant to be a break every day. Rather it is a time to ensure that teachers have the opportunity to perform the various functions necessary to be effective in the classroom. Therefore, it may be used to observe other teachers in your school or in the district who are especially skilled in classroom management and/or the delivery of instruction. It may also be used to read, study, and reflect to help improve your content knowledge. There is no planning time for classified personnel, including assistant teachers.

PROFESSIONAL LEAVE/COMMON PROVISIONS

1. Any unused portion of this sick leave shall be carried forward to the next school year provided such employee remains in the employment of the Greenwood Leflore Consolidated School District.
2. Upon separation from service, all unused sick leave will be credited to such employee in the computation of unused leave for retirement purposes under state law, except as explained in item.
3. Persons retiring from public service may elect to have a maximum of 30 days/240 hours of accrued sick leave paid to them at the time of retirement. The rate of pay for sick days is the substitute teacher rate for employees certified by the Mississippi State Department of education and minimum wage for all other employees.
4. Three days without loss of pay will be allowed for death of members of the employees' immediate family. Supporting documentation,

such as an obituary or death certificate must be provided.

5. Any employee may donate any portion of their unused accumulated sick days to another employee of the school district for a catastrophic injury or illness as allowed by state law.
6. Should any absences extend more than four consecutive working days, an employee shall submit upon his/her return a physician's statement to the employee's immediate supervisor. This statement should include the expected or incurred length of absence. Failure to comply with this provision will result in the excess of days beyond three being charged as unauthorized absence without pay.
7. Leave may only be taken for regularly scheduled workdays.

In cases where the Governor of Mississippi or President of the United States declares a state of emergency as a result of a natural or man-made disaster or inclement weather, the school board reserves the right to grant administrative leave with pay to the employees of the district.

SCHOOL BUSINESS ABSENCES

District personnel are encouraged to participate in conferences, workshops, and other activities which will further their professional development and enhance their ability to serve the district.

REPLACEMENT EMPLOYEES

Replacement employees employed after the beginning of a school year who are under contract shall be entitled to personal sick leave, illness and/or death in family, annual leave (vacation) and personal business leave. The days allowed will be figured based on the number of days employed.

PROFESSIONAL DEVELOPMENT

Professional development is a central piece to the improvement of the district as a whole and to each individual employee. Not only does professional development ensure that the "school teams of professionals" receive quality training about topics

important to the teams at each site, but it also ensures that professionals who have received their prior training at a variety of educational institutions, receive uniform training on topics deemed critical to the overall improvement of GLCSD.

PROFESSIONAL RELATIONSHIPS

Teachers are required to handle teacher-student, teacher-teacher, teacher-parent, and teacher administrator relationships in a professional manner. Teachers and school staff are required not to purposely humiliate or embarrass students, other teachers, or school administrators in a spiteful or degrading manner by singling out or calling attention to imperfections.

PURCHASING

Mississippi law requires a purchase order for every item purchased by/for the school district. Purchase orders are generated after requisitions for items needed are completed and approved by the immediate supervisor who is in charge of the budget. No employee is authorized to make purchases on behalf of the school district without an approved purchase order. No employee should use his/her own funds to make a purchase and then expect the district to reimburse them for the funds expended to secure items for which they had no preapproval and no purchase order. No vendor should receive a promise of payment for items secured without a purchase order. When an employee picks up an item from a vendor without first having a purchase order, the employee is personally responsible for the cost of the item.

SEXUAL HARASSMENT

Sexual harassment (i.e., student to student, student to employee, or employee to employee) will not be tolerated. Every person in GLCSD has the right to be free from harassment of any kind. Federal and state law affords protections against harassment. If you think you are being harassed, make sure your immediate supervisor and the Human Resources Director are made aware of the situation. The district has a board policy (**GAEA & GBR**) that addresses

the specific procedures for handling sexual harassment.

SUBSTITUTE TEACHERS

When a substitute is required to replace a teacher, there should be clear directions and well written lesson plans left for the substitute. You should follow the direction of your site administrator regarding how he/she wants you to make lesson plans available. For planned absences, arrangements for substitutes can usually be made in advance. For those absences of an emergency or unplanned nature, it is imperative that you follow the procedures established at your site for contacting the designated administrator (or his/her designee) to inform them of your need to be absent. Substitute teachers must clock in and out in order to receive credit for the time worked.

SUPERVISING STUDENTS

Teachers must always supervise students and correct all students, not just those students in that teacher's classroom. Teachers should NEVER leave the students in their charge unsupervised. If you must leave the classroom, contact someone to supervise while you are away.

TEACHER WORK SCHEDULE

Principals are given the responsibility and authority to set exact duty hours for their teachers. Principals are required to enforce the duty rules set.

Employees MUST clock out when leaving the premises unless they are going to another district location.

ALL OVERTIME FOR NON-CERTIFIED STAFF MUST BE PRE-APPROVED BY THE SUPERINTENDENT.

TELEPHONE MESSAGES FOR EMPLOYEES

Interruptions to classroom instruction or assigned work are kept to a minimum. Unless there is an emergency, employees will not be called from class

to receive phone calls in the office. Instead, callers may leave messages with the office. Office staff and/or administrators will ensure that messages are delivered to the appropriate employee.

TIME CLOCK

Policy and Procedures for Electronic Clock-In on Timeclock System

All classified and certified employees of the Greenwood Leflore Consolidated School District at the school level and all classified employees at the Central Office shall clock in and clock out on the biometric time-clock system. The system will accurately record actual hours worked each day. The biometric timeclock system uses a biometric punch system which requires employees to enter a PIN (personal identification number) and place their finger on a pad located on the biometric timeclock system. It is the responsibility of the building level administrator or supervisor to inform employees of the importance of the consistent and correct use of the biometric timeclock system to accurately record hours worked for all employees.

SECTION I

(Exempt and Non-Exempt)

EXEMPT EMPLOYEE GUIDELINES FOR TIME AND ATTENDANCE

- Greenwood Leflore Consolidated School District's workweek begins on Sunday morning at 12 a.m. and ends Saturday at midnight.
- Employees must work their full schedule each week. Employees must arrive and depart at the time noted by their immediate supervisor unless requested to work overtime, which has to be approved by the superintendent.
- If employees do not work their full scheduled hours out of the week, the

employee can apply for sick or personal leave if available. If all leave has been used, "unpaid" leave will be applied. No exempt employee should work overtime for compensation unless approved by the principal/supervisor and the superintendent.

NON-EXEMPT EMPLOYEE GUIDELINES FOR TIME AND ATTENDANCE

- Greenwood Leflore Consolidated School District's workweek begins on Sunday morning at 12 a.m. and ends Saturday at midnight. According to the Fair Labor Standards Act (FLSA), each employee shall be paid for all hours worked.
- Those non-exempt employees with a lunch break are required to take their lunch break uninterrupted. Exceptions to taking the lunch break may be allowed by the principal or supervisor.
- If employees do not work their full scheduled hours out of the week, a shortage of pay could apply if any leave is not available. Employees cannot make up for any time lost by working late or coming to work early unless approved by their immediate supervisor.

VISITORS ON CAMPUS

Employees who expect to have visitors on campus should make sure that their visitors know and abide by the District's rules. Visitors on every campus must enter through the main office. Each visitor must secure a visitor's pass to be anywhere in the school beyond the office. Even brief visits to a campus require this procedure. This measure is intended to ensure that our campuses are safe and that anyone in the school who is not a student, or an employee has been admitted using established procedures. Following this procedure protects your child and others.

VOLUNTEERS

The Greenwood Leflore Consolidated School District (GLCSD) Board of Trustees recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation or is done by a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers shall perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The Superintendent or assigned designee shall establish procedures for the support of this policy.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers may be required to complete a written application.

WEATHER EMERGENCIES

Weather conditions are constantly monitored to ensure that we are doing everything possible to protect the safety of our students. Throughout the school year, disaster drills are conducted at each school site to ensure that students and staff know what to do in the case of a true weather emergency. In rare instances, it may be necessary to dismiss school earlier than normal or to cancel school to ensure that our students have the greatest chance to be protected from a weather emergency. The District uses an Emergency Notification Network to get the word out about changes in the time/dates of school

operations. Employees are expected to know the evacuation routes for their buildings and to conduct drills according to the requirements spelled out in state law.

WORKPLACE: SMOKING AND OTHER USES OF TOBACCO

No person shall use any tobacco product on any educational property owned or operated by the Greenwood Leflore Consolidated School District (GLCSD).

The Greenwood Leflore Consolidated School District's web address is www.glcsd.org . Please check this website regularly for current information about the school district. This school year, each GLCSD school has its own web page that can be accessed from the district's website. This is part of a continuing effort to improve communication and to keep everyone informed about what is going on at the schools in the district.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Appendix B

ACCEPTABLE COMPUTER SYSTEM USE REGULATIONS

All use of the Greenwood Leflore Consolidated School District's computer system shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

Technologies Covered:

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the GLCSD network, the GLCSD internet connection, and/or private/internet connection assessed from school-owned devices at any time. This AUP also applies to privately-owned devices access the GLCSD network, the GLCSD internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, GLCSD will seek to provide access to them. The policies outlined in this document cover ALL available technologies now and, in the future, not just those specifically listed or currently available.

The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD- ROM devices, tape drives, server mainframe and personal computers, the Internet and other internal or external networks.

- i. **Acceptable Use:** Access to the District's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the Greenwood Leflore Consolidated School District or (2) for legitimate school business
- ii. **Privilege: The use of the District's computer system is a privilege, not a right.** iii. **Unacceptable Use:** Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes, but is not limited to:

- any use not meeting the terms and conditions of 1 and 2 above is unacceptable
- using the network or any computing device for any illegal activity, including violation of copyright or other contracts, violating the privacy of another person, or accessing or transmitting any material in violation of any federal, state, or local law or GLCSD policy. This includes, but is not limited to, the following copyrighted material; **threatening, obscene, or pornographic material, material protected by trade secret, computer viruses, Trojans, or other potentially damaging files.**
- using any software or hardware to bypass the network and filter systems
- sending, receiving, viewing, or downloading illegal material via the computer system.
- unauthorized downloading of software.
- downloading copyrighted material for unauthorized use.
- using the computer system for commercial or private advertising.
- wastefully using resources, such as file space.
- gaining unauthorized access to data, computer resources, or entities.
- posting material authorized or created by another without his or her consent. • assessing, submitting, posting, viewing, publishing, or displaying any obscene, pornographic, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.

- vandalizing the computer system, including destroying data or disrupting the system by creating or spreading viruses, Trojans, or other malicious files, or taking apart the computer without authorization to do so.
 - failing to follow school district regulations related to the security of computer systems, and user accounts and passwords.
 - failing to safeguard confidential data that one has access to through the computer system or allowing unauthorized persons to access confidential data or data they are not permitted to access.
 - making unauthorized changes to the operating system, network configuration, or other system setting on school district computers.
 - using an unauthorized computer or electronic devices on school property
 - installing unauthorized software applications or programs on school district computers.
- iv. **Safety and Privacy:** GLCSD has a legal obligation to protect the personal data of our students and staff. It is important that all Internet users maintain personal safety and privacy while accessing the Internet. Users will not violate the privacy of other persons. Students will not reveal their name and personal information with others on the Internet, unless the communication has been coordinated by a parent or teacher. Students will not meet in person with someone they first “met” online. Internet access from outside the school is the domain of the parents and/or guardians. GLCSD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student/staff device at any time for any reason related to the operation of the district. The Technology Department uses monitoring software that allows them to view the student screens and activity.
- v. **Social Media and Netiquette Policy:** This policy is to enable the efficient, effective, and safe use of social media and to ensure that all student users of social media platforms are aware of what is deemed acceptable and unacceptable use and to adhere to all limitations. The definition of social media regarding this policy is the use of online channels for sharing and communication through social networking platforms such as Facebook, Twitter, Instagram, Snap Chat, YouTube, and Tok-tok. Social media can include, but not limited to text, video, images, podcast, and other multimedia communications or back-channel chats.

GLCSD understands the importance of the use of technology and recognizes the need to use social media platforms to interact with other peers to enhance communications. However, communication methods can increase the risk of misinformation, inappropriate communication, unprofessional behavior and negative. **(Policy Code: IJB- CIPA Policy - Acceptable Use)**

Each user is expected to abide by generally accepted rules of etiquette, including the following guidelines:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others. School email addresses may only be posted when working with school related projects.
- Users shall respect the computer system’s resource limits.
- Users shall not post chain letters or download large files.

- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.
- User shall not post comments or any type of material on social networking sites or blogs that could be viewed as bullying or harassing another member/peer of the Greenwood Leflore Consolidated School District's community.
- Users shall not use social media to express opinions or encourages other students/peers to incite violence or to break the law.

vi. **Cyberbullying:** Cyberbullying can lead to legal consequences and in some cases can be considered a crime. GLCSD strictly prohibits Cyberbullying and fully recognizes its duty to protect all its staff and students and to provide safe, healthy environment to everyone. Cyberbullying should be reported immediately to the building principal or School Resource Officer. Cyberbullying consists of but not limited to, acts as students such as intimidation, threats, and coercion. **(Board Policy JDDA)**

1. **Steps for Reporting Cyberbullying Incidents**

1. Take a screenshot
2. Email it to building administrator and/or School Resource Officer
3. Do not reply or share information with other students
4. Continue your work until the office, administrator, School Resource Officer reaches out to you for your statement or interview.

vii. **Liability:** The District makes no warranties for the computer system it provides. The district shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the district for any losses, costs or damages incurred by the District relating to or arising out of any violation of these procedures. The School District expressly disclaims any liability resulting from any of the following:

- i. Financial obligations resulting from the use of the School District accounts to access the Internet or any other financial obligation entered on behalf of the School District by an unauthorized individual.
- ii. Damage to property used to access School District computers, networks, equipment or online resources.
- iii. Information received through School District computers, equipment, online resources or networks.
- iv. Damages, injuries or improper communications resulting from contact between individuals, including students, through the Internet, E-mail, or use of School District equipment, computers or systems.

viii. **Security:** Computer system security is a high priority for the School District. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. ix.

Vandalism and Unauthorized Changes: Intentional destruction or disruption of any part of the computer system through creating, spreading or downloading computer viruses or by any other means is prohibited. Taking apart the computer without authorization to do so is also prohibited. Making unauthorized changes to the operating system, network configuration, or other system settings is

prohibited. Installing unauthorized software applications or programs on School District computers is prohibited.

x. **Telecommunications System and Use of Automated Calling System:**

1. The district maintains a telecommunications system that has the following features/capabilities:
 - i. A phone in every classroom. To ensure our students are not interrupted during class time, this phone is accessed from within the district system only. Callers from outside the district cannot dial the classroom directly.
 - ii. Voicemail box for all staff.
2. **Use of Automated Calling System (Student Information System and School Status):**
 - i. Only the Superintendent, Assistant Superintendent, and Director of Technology or designees are authorized to make all-District calls.
 - ii. Only principals are authorized to make all-school calls except in emergency situations.
 - iii. Messages to specific groups within a school must be authorized by the principal.
 - iv. Automated calls should not be used more than once a week except in emergency situations. Principals should utilize other means of communication via the website or schools' Facebook page.

xi. **Electronic Mail and Collaborative Content:** The School District's electronic mail system is owned and controlled by the School District. The School District may provide electronic mail to aid students and staff in fulfilling their duties, and as an educational tool. Electronic mail is not private. Student's electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

xii. **Google Apps for Education:** The district utilized Google Apps for Education which is a collaborative web-based software that both staff and students use to access web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

1. **Children's Online Privacy Protection Act of 1998 (COPPA):** Students 13 years or younger require verifiable parental consent to receive an email address or have access to digital resources, and content offered by Clarksdale Municipal School District.

xiii. **Bring Your Own Device (BYOD), Student-Owned Electronic Device Use & Personally Owned Devices:** BYOD, Student-owned electronic devices, and personally owned devices are strictly prohibited. Users are only authorized to use computer systems owned/purchased by the district. BYOD is classified as cell phones, tablets, computers, wireless APS, etc. The district is committed to providing students and staff with a safe, secure, and positive learning and working environment. The use of BYOD on school property can compromise or interfere with this goal.

1. Due to the increasing growth and use of electronic devices, the district, building administrators, and teachers reserve the right to control the time, place, and manner in which devices are used. For more information, see section under Teacher's Responsibilities.

2. **Access Internet Resources on a personal electronic device:** All buildings have a Guest wireless network. Any wireless network outside of “GLCSD_GUEST” is reserved for district electronic device use only and should not be accessed by non-district electron devices. Staff and students using their personal electronic device may use the Guest wireless network for instructional and administrative purposes. Staff or students using any network owned by the district should still comply with the rules and regulations outlined in this policy.
- xiv. **Charges:** The School District assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
 - xv. **Teacher Responsibilities:** Teachers and other employees are expected to be role models and to demonstrate the highest examples of professionalism and conduct. No employee should expose the school district to risk by their conduct, actions, or inaction. Employees are expected to abide by all policies of the school district and the state of Mississippi. They are also expected to comply with all aspects of applicable local, federal, and state laws. Teachers will provide students with a sequential, structured approach to gaining the skills which will allow them to become independent, responsible users of the Internet. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age and topic appropriate materials and resources. Below are the guidelines for each grade levels and Special Education:
 1. Grades Pre-K-4th
 - a) Teachers will actively supervise student use of the Internet. Students will access only Internet resources previously explored by the teacher.
 - b) Electronic devices at elementary schools will need to be concealed (backpack or handbag) and turned off and should not be used at all during the daily operations, during other school-sponsored, and during supervised group activities during the day. (ex. Award programs, field day, trips, or events, or other ceremonies such as transitional).
 2. Grades 5th – 6th
 - a) Teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore the Internet site before directing students to that site.
 - b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.
 3. Grades 7th – 8th
 - a) Teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information, search activities, and provide support for students as they begin to assume responsibility for becoming independent users of the Internet.
 - b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.
 4. Grades 9th – 12th

- a) Teachers will provide guided practice and model appropriate use of the Internet. In addition, students will participate in independent Internet use with teachers serving as advisors and providing monitoring of such use, as appropriate.
- b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

5. Special Education and English Language (EL) Learners

- a) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Individual Education Plan (IEP), or as a part of a 504 plan, the use of such device must be documented within the student's IEP or 504 plan and communicated to building administration and staff. Special education students will still follow the rules and regulations as outlined in this policy.
- b) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Language Service Plan (LSP), or suggested by the district's EL Coordinator, the use of such device must be documented within the student's LSP plan and communicated to building administration and staff. English Language students will still follow the rules and regulations as outlined in this policy.

- xvi. **Consequences for Violations:** Any violation of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason. Habitual cyberbullies will be referred to law enforcement officials (**See Disciplinary Infractions**).
- xvii. **Terms of Use:** GLCSD reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action such as suspensions or expulsion from school, for violation of this policy. Additionally, all handbook regulations apply to the usage of the GLCSD network, Internet, and electronic resources.
- xviii. **Enforcement:** Software will be installed on GLCSD's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity, to protect children, and to comply with the provisions of the Children's Internet Protection Act (CIPA). The online activities of minors may also be monitored through a multitiered level of content filtering. All internet content filtering policies and decisions are enforced from a technological standpoint by the Greenwood Leflore Consolidated School District technology department.

Appendix C

EDUCATOR CODE OF CONDUCT

Standard 1: Professional Conduct

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

- a. Ethical conduct includes, but is not limited to, the following:
 - i. Encouraging and supporting colleagues in developing and maintaining high standards
 - ii. Respecting fellow educators and participating in the development of a professional teaching environment
 - iii. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 - iv. Providing professional education services in a nondiscriminatory manner
 - v. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 - vi. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
- b. Unethical conduct includes, but is not limited to, the following:
 - i. Harassment of colleague
 - ii. Misuse or mismanagement of tests or test materials
 - iii. Inappropriate language on school grounds or any school-related activity
 - iv. Physical altercations
 - v. 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.

- a. Ethical conduct includes, but is not limited to, the following:
 - i. Properly representing facts concerning an educational matter in direct or indirect public expression
 - ii. Advocating for fair and equitable opportunities for all children
 - iii. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- b. Unethical conduct includes, but is not limited to, the following:
 - i. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 - a) employment history, professional qualifications, criminal history, certification/recertification
 - b) information submitted to local, state, federal, and/or other governmental agencies
 - c) information regarding the evaluation of students and/or personnel
 - d) reasons for absences or leave
 - e) information submitted in the course of an official inquiry or investigation
 - ii. 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.

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 of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

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

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

- i. 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
- ii. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- iii. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- iv. Creating, supporting, and maintaining a challenging learning environment for all students

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

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

a) 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 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

- a. Ethical conduct includes, but is not limited to, the following:
 - i. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- b. Unethical conduct includes, but is not limited to, the following:
 - i. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - ii. 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.
 - iii. 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.

- a. Ethical conduct includes, but is not limited to, the following:
 - i. Maximizing the positive effect of school funds through judicious use of said funds
 - ii. Modeling for students and colleagues the responsible use of public property
- b. Unethical conduct includes, but is not limited to, the following:
 - i. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
 - ii. Failing to account for funds collected from students, parents or any school-related function
 - iii. Submitting fraudulent requests for reimbursement of expenses or for pay
 - iv. Co-mingling public or school-related funds with personal funds or checking accounts
 - v. Using school property without the approval of the local board of education/governing body

Standard 8. Remunerative Conduct

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

- a. Ethical conduct includes, but is not limited to, the following:
 - i. Ensuring that institutional privileges are not used for personal gain
 - ii. Ensuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
- b. Unethical conduct includes, but is not limited to, the following:
 - i. 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.
 - ii. Tutoring students assigned to the educator for remuneration unless approved by the local school board
 - iii. 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.

- a. Ethical conduct includes, but is not limited to, the following: Keeping in confidence information about students that has been obtained in the course of professional service
 - i. unless disclosure serves a legitimate purpose or is required by law
 - ii. Maintaining diligently the security of standardized test supplies and resources
- b. Unethical conduct includes, but is not limited to, the following:
 - i. 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.
 - ii. 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
 - iii. 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.

- a. Unethical conduct includes, but is not limited to, the following:
 - i. Abandoning the contract for professional services without prior release from the contract by the school board
 - ii. Refusing to perform services required by the contract.

7 Miss. Code. R. § 3-14.18

Miss. Code Ann. § 37-1-3 (Revised 1/2011)

Adopted 12/30/2015



GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT

Tardy and Clocking Out Guidelines

Tardy Guidelines:

Employees are expected to clock in and out at the appropriate times. Timesheets for all employees will run weekly and will be forwarded to principals. The following guidelines for tardiness have been established for all employees:

Tardiness

1. After the 3rd tardy, an employee will receive a written letter of warning from their supervisor.
2. After the 5th tardy, an employee will be placed on a improvement plan. This plan gives the employee 45 days to make corrections in their behavior.
3. Failure to follow the details of the improvement plan shall result in disciplinary actions (suspension, non-renewal, or termination).
4. No employee will be placed on a second Improvement Plan.
5. If an employee receives (3) three tardies after the first Improvement Plan is completed, they will be suspended for (3) three days without pay. If the tardiness persists a more severe penalty will be imposed, which could lead to termination of employment.

Failure to Clock-out Guidelines:

1. Employees who fail to clock out for a third time, will receive a written letter of warning from their supervisor.
2. After the employee fails to clock-out for the fifth time, they will be placed on an improvement plan. The plan gives the employee 45 days to make corrections in their behavior.
3. Failure to follow the details of the improvement plan shall result in disciplinary actions (suspension, non-renewal, or termination).
4. No employee will be placed on a second Improvement Plan.
5. If an employee fails to clock out (3) three times after the first Improvement Plan is completed, they will be suspended for (3) three days without pay. If the employee continues to fail to clock out, a more severe penalty will be imposed, which could lead to termination of employment.

**GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT
EXPENSE VOUCHER FOR REIMBURSEMENT OF TRAVEL**

Employee Name: _____

Conference: _____

Topic: _____

Conference Date(s): _____

Conference Location: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____

TRAVEL SUMMARY

(Actual Expenses Incurred-Receipts required for ALL items except meals and mileage)

Meals: \$ _____ (\$41 per day)
 Mileages: \$ _____ (# of miles _____ X .625)
 Taxi/Shuttle: \$ _____
 Parking: \$ _____
 Lodging: \$ _____ (If Paid by Employee- Attach Receipt)
 Registration: \$ _____ (If Paid by Employee- Attach Receipt)
 Other \$ _____
 Substitute _____
 Cost: \$ _____ (# of days _____ X \$70)
 Less Advance: \$ _____
Amount Due \$ _____

Dates of Expense	Meal Allowance	Lodging	Parking	Registration	Points of Travel	Miles
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
Totals	\$	\$	\$	\$		

Employee's Signature

Principal/Supervisor's Signature

For Office Use Only:

Account Code: _____ Amount: \$ _____

Account Code: _____ Amount: \$ _____

Signature, Director of Finance

Signature, Superintendent

**GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT
REQUEST FOR TRAVEL APPROVAL**

Employee Name: _____

Conference: _____

Topic: _____

Conference Date(s): _____

Conference Location: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____

TRAVEL SUMMARY (Please give an estimate of expenses expected to be incurred.)

Meals: \$ _____ (\$41 per day)
 Mileages: \$ _____ (# of miles _____ X .625)
 Taxi/Shuttle: \$ _____
 Parking: \$ _____
Sub-Total: \$ _____ (Total Requisition to Employee)***
 Lodging: \$ _____ (Requisition to Hotel)
 Registration: \$ _____ (Requisition to Conference Sponsor)
Total Travel

Estimate: \$ _____

Substitute
 Cost: \$ _____ (# of days _____ X \$70)

**Total Cost of
 Conference:** \$ _____

Employee's Signature _____ Principal/Supervisor's Signature _____

For Office Use Only: _____ **Travel Account Code:** _____

Supervisor A: _____

Supervisor B: _____

Business Office: _____

Superintendent: _____

*****FOR OUT OF STATE TRAVEL**

To receive an advance, please check the box to the left. Requests must be received in the Business Office based on the cut-off dates for all bills set at the beginning of each school year by the school district.

If this travel is approved, you will receive a copy of the purchase order signed by the Superintendent. This is an approval to go and only an estimate of expenses. This District will not reimburse amount included on this approval when the amounts are in error or in conflict with school travel policy and standard operating procedures even though such amounts may have been processed on a purchase order. The District will not reimburse when travel expenses are reimbursed or provided in lieu of reimbursement by another group, person or organization. Even though such expenses may have been estimated on the original approval and were included on the purchase order. Documentation from the conference or meeting showing conference location, starting and ending dates. Starting time and conference costs must be submitted with this request.

Greenwood Leflore Consolidated School District

401 Howard Street * Greenwood, MS 38930
662-453-4231 (office) *662-455-7409 (fax)

LEAVE REQUEST FORM

You must submit leave requests, other than sick leave, two days prior to the first day you will be absent. Emergencies are an exception

LEAVE INFORMATION

Employee Name: _____

Principal/Supervisor: _____

Department: _____

TYPE OF LEAVE REQUESTED:

- Personal (PER)
 Military (MIL)
 Vacation (VAC)
 Sick (SICK)
 Jury Duty (JD)
 Professional (PRO)
 FMLA

(Please attach documentation of Leave for: Professional, Military Leave, and Jury Duty)

Date(s) of Absence	Full or Half Day (1 or ½)
Date Returning To Work	

Comments:

Employee Signature _____ Date _____

APPROVAL

Principal/Supervisor Signature _____ Date _____

Superintendent Signature _____ Date _____

FOR CENTRAL OFFICE USE ONLY

of Sick Days Available: _____ #of Personal Days Available: _____ #of Vacation Days Available: _____

Requested date before or after a holiday? Yes or No

Payroll Manager: _____ Date: _____

Business Manager: _____ Date: _____

**GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT
PAYROLL SCHEDULE
2023 – 2024 FISCAL YEAR**

Month	Dates	Weeks
July 2023	June 11, 2023 – July 8, 2023	4 (18 day) Holiday July 3 rd & 4 th
August 2023	July 9, 2023 – August 5, 2023	4 (20 days)
September 2023	August 6, 2023 – Sept. 2, 2023	4 (20 days)
October 2023	Sept. 3, 2023 – Oct. 7, 2023	5 (24 days) Labor Day 9/4
November 2023	Oct. 8, 2023– Nov. 4, 2023	4 (18 days) Fall Break 10/13 & 10/16
December 2023	Nov. 5, 2023 – Dec. 2, 2023	4 (14 days) Election/Thanksgiving
January 2024	Dec. 3, 2023 – Jan. 6, 2024	5 (15 days) Christmas/New Year
February 2024	Jan. 7, 2024– Feb. 3, 2024	4 (19 days) MLK Day
March 2024	Feb. 4, 2024– March 2, 2024	4 (20 days)
April 2024	March 3, 2024 – April 6, 2024	5 (18 days) Spring Break/Good Friday Good Monday
May 2024	April 7, 2024 – May 4, 2024	4 (20 days)
June 2024	May 5, 2024 – June 8, 2024	5 (24 days) Memorial Day
July 2024	June 9, 2024 – June 30, 2024	3

2023 – 2024 Payroll Schedule/Cutoff Dates

MONTH	PAYROLL CUTOFF DATES	PAY DATE
July 2023	July 8, 2023	July 31, 2023
August 2023	August 5, 2023	August 31, 2023
September 2023	September 2, 2023	September 29, 2023
October 2023	October 7, 2023	October 31, 2023
November 2023	November 4, 2023	November 30, 2023
December 2023	December 2, 2023	December 20, 2023
January 2024	January 6, 2024	January 31, 2024
February 2024	February 3, 2024	February 29, 2024
March 2024	March 2, 2024	March 29, 2024
April 2024	April 6, 2024	April 30, 2024
May 2024	May 4, 2024	May 24, 2024
June 2024	June 8, 2024	June 28, 2024

FREQUENTLY ASKED QUESTIONS

LEAVES AND ABSENCES

What should I do if I miss work?

1. *Call your school within the time-frame established by your principal for reporting absences.*
2. *Report the length of your absence.*
3. *Report the type of leave your absence is to be coded.*
4. *Call your principal again as soon as you find that you will be out longer than you have reported.*
5. *Be sure to sign the employee absentee log upon your return to work verifying that your absence was correctly recorded (The employee absentee log is kept in the secretary's office at the schools and at Central Office in the Business Office)*

What happens if I don't call in?

*Your principal reports all absences to the business office by 8:30 a.m. each day. Failure to call in (or schedule your absence in advance) will result in loss of pay. Absences without pay **will not** be reclassified to leave with pay to avoid loss except in case of extreme emergency.*

May I use sick leave if I don't have a qualifying illness?

No.

May I use personal leave if I'm sick and have no sick days?

Yes.

If I call in that I'm sick but it turns out that I don't have any sick leave, will you automatically use my personal days or my vacation days?

No. If this does occur and you are docked, we will make a correction the following month upon written request to use personal leave or vacation that may be available.

If I call in or schedule a personal leave day and it turns out that I don't have any accumulated leave, will you automatically use sick leave I have available?

No. Sick leave is restricted to use for illness only and cannot be substituted for personal leave. You will be docked. However, vacation leave may be substituted for personal leave upon written request on the following payroll.

If I call in or schedule a vacation day and it turns out that I don't have any accumulated vacation, will you automatically use sick leave I have available?

No. Sick leave is restricted to use for illness only and cannot be substituted for vacation. You will be docked. However, personal leave may be substituted for vacation upon written request on the following payroll.

I am supposed to be a witness in court or have been summoned for jury duty. Will this absence be excused?

Yes, if you properly report your absence and present evidence that you received a subpoena in a court action to which you were not a party or a summons for jury duty. You cannot be excused if you are on trial or are part of the court action.

What is an E Day?

An excused absence for attending educational workshops and professional meetings is considered an "E" day.

How do I request an E Day?

Submit a request for travel approval to the business office prior to the trip.

What will happen if I travel without submitting the request for travel approval as required?

Expenses will not be paid and you may be docked for an unexcused absence.

Do I do this even if there are no expenses involved?

Yes. This request is the basis for recording your absence as excused.

If my principal is sending me, do I still have to get approval?

Yes.

My principal did not submit my travel request to the business office on time. Will I be reimbursed?

*NO. It is **not** the principal's responsibility to turn in the request. The principal's responsibility is to indicate approval and assign an account code. It is your responsibility to have everything in order and submitted to the business office prior to the trip.*

How will I know that my trip has been approved?

A purchase order signed by the superintendent will be sent to you.

What if I'm sent on short notice and there's not enough time for a purchase order to come to me?

Call the business office for confirmation prior to the trip and arrangements will be made.

Should anything accompany the request for travel approval?

Yes. The written notice publicizing the meeting is required for verification of total expenses and number of days to excuse.

What are the most common errors causing travel requests not to be approved?

- Lack of principal's signature*
- No budget account codes*
- Inaccurate budget account codes*
- Dates of travel not shown*
- Submitted after-the-fact*
- No monies in travel budget*

Do I have to do a travel request if I'm going on a field trip?

No. However, you must submit a field trip request form to the Director of Maintenance and Operations. Be sure the names of all employees traveling are listed on this form.

When may I submit a field trip request?

After the amount necessary to pay for the trip has been deposited into your principal's activity bank account and at least three weeks prior to the trip for in-state trip.

What happens next?

The Director of Maintenance and Operations will check with the business office to see if funds are on hand and available to pay for the trip. The trip will be denied if funds are not in the account. The Director of Maintenance and Operations will notify you if the trip is approved.

What is extended leave?

The Superintendent may grant an extension of leave due to your personal illness of up to ten days. Extended leave is only granted when used consecutively in conjunction with a personal illness that requires the use of all of your accumulated leave. In other words, in order to get extended leave you must have accumulated leave to couple with it.

How often can I use extended leave?

Extended leave can be used only once during the school year, if approved by the superintendent.

Do I receive full pay for the days I'm on extended leave?

No. Certified employees have the cost of a substitute deducted from each day of extended leave pay. Classified employees are deducted at the current minimum wage rate.

If I don't use my personal leave days do I lose them?

No. Once the maximum number of leave days has been accumulated, additional personal days are rolled into sick leave.

What happens to my accumulated leave when I retire?

At your discretion, you may be paid for up to 30 days accumulated leave and any additional properly certified leave may be credited towards active service for retirement purposes.

I am going to retire. How do I go about getting my days certified towards active service?

Stop by the personnel office and sign a form for certifying your days to the retirement system.

What happens if I am absent after I have certified my days to the retirement system?

Days certified to the retirement system are no longer available for use. If you are absent and have no available leave you will be docked. When you are docked any previous retirement projection will be revised and forwarded to PERS.

Will you “uncertify” my days so this won’t happen?

No. It is your responsibility to decide how many days to certify and to be diligent in work attendance if you wish to receive your retirement projection. It may benefit you to be conservative and allow for contingencies when certifying your days.

How much sick leave do I earn?

Nine-month employees earn 10 days per year. All other employees earn one day per contractual month employed.

How many personal days do I get?

Certified staff and twelve-month employees earn two days per year. All others earn one day per year. Certified staff and twelve-month employees may carry forward up to 5 personal days and all other staff may carry forward up to 2 personal days each year.

If I have used all of my accumulated leave and 10 days extended leave, is there any other way I can be absent without loss of pay?

Yes, donated leave.

What is donated leave?

Additional leave received as a donation from other qualified employees. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness.

What is a catastrophic injury or illness?

“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 the employee resulting in the loss of compensation from the state 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 results in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

Who qualifies as an “immediate family member”?

“Immediate family” means spouse, parent, stepparent, sibling, child, stepchild, in-law, and grandparents.

SUPPLIES AND EQUIPMENT

Are there funds available for supplies and equipment for my class?

Yes. Each principal is allotted funds for instructional supplies from local district monies. Additionally, teachers will be allotted senate bill monies for instructional supplies and equipment. Add to this Title I funds which are divided on a pro-rata basis among the schools and budgeted at the discretion of each principal. Senate bill funds vary from year to year depending on legislative appropriations.

How do I get those supplies?

Contact your principal regarding needed supplies.

What happens then?

If the principal approves your request, he/she will sign it and submit it in accordance with school district purchasing policy.

I’ve been told I couldn’t get the supplies I requested, even though the budget was available, because the business office turned it down. Is this true?

No. If a properly filled out requisition is received in the business office and funds are budgeted and available for the items requested, the order will be processed subject only to approval by the superintendent. Remember, it’s your principal who sets the supply budget at your school.

Are there any things that can’t be budgeted and bought at the school level?

Yes.

What are they?

Generally, goods or services which require a continuing cost are purchased only with funds budgeted for district-wide administration. Examples are: (1) copying machines which require significant monthly maintenance cost in addition to the purchase price, (2) telephones, and (3) fax machines.

Who is responsible for ensuring that my purchase complies with state purchasing laws?

Your principal is required to attach to the requisition any documentation required for purchase law compliance.

If my principal approves my purchase and I know that budget funds are available, can I go ahead and get my items?

No. The requisition and purchase order procedures must be followed. However, provisions can be made for special circumstances. Your principal should call the business office for approval of any purchases under special circumstances.

May I have the materials I need delivered to me at my school?

No. All school district purchase orders give a shipping address of 621 Linden Avenue. All items must be shipped to that address. However, purchases made from your principal's general activity account or from school club accounts may be delivered directly to the school.

Why?

The school district uses what is called a "central receiving system." All goods purchased with "central office" purchase orders are delivered to the receiving department at the central office. When we receive an invoice it is not paid until the central receiving department confirms that we have received all the items on the bill.

What happens if I made my purchase through the central office, but my items were delivered directly to my school?

The school district will not pay the bill since the terms of the purchase order were not met. This may become a personal problem for you and the company.

Are there any exceptions to central receiving? *Yes. All items purchased from principal's activity funds are exempt from this requirement.*

Additionally, there may be special circumstances which would be better handled by direct delivery. If so, contact the business office and we will work with you.

How will I know my purchase request has been processed?

A copy of the issued purchase order, signed by the superintendent, will be sent to your school.

What are the most common errors causing purchase requests not to be processed?

- Lack of principal's signature*
- No budget codes or incorrect codes*
- No funds available in the budget*

How do I handle book previews or trials?

Submit a requisition and we will issue a purchase order. The books will be received through central receiving. The invoice will then be paid if you decide to keep the books. Return the books to the central receiving if you decide you do not want them. Central receiving will see that we receive credit. You are not responsible for returning unsolicited books. You will be personally responsible for paying for any items bought without a purchase order.

If my purchase is denied because there are no funds budgeted for this purpose, is there any other recourse?

Yes. It could be that the principal has a budget designated for other purposes which will not be used. In that case, the principal may submit a budget reallocation request to cover your purchase.

What happens if I order and receive materials without a purchase order?

You will be personally responsible for the bill.

Does this apply to previews and trials other than books?

Yes.

THINGS THAT MAY AFFECT YOUR PAYCHECK

Principals must submit time reports to the business office for all hours and days worked for classified employees. Payrolls will be based on the time worked through the predetermined cutoff date.

TIME CLOCKS, WORK SCHEDULES, AND HOURS

Who must clock in and out?

All employees must clock in and out each day. No exceptions.

What happens if I do not clock in?

Your first responsibility each day is to clock in. If you do not clock in you will not be paid. You will be paid for your time starting at the time you clocked in.

What happens if I do not clock out?

You must clock out in order to be paid. Employees who fail to clock out an excessive number of times will be put on improvement plans. Failure to clock out may also result in dismissal.

How will I get paid if I'm away on a field trip or I'm out on leave, etc. if I'm not there to punch the clock?

Remember that all absences requiring the use of accumulated leave are to be reported to the business office daily by your principal or supervisor along with the reason for those absences. All other absences of an official nature require that you have submitted a written request for travel and/or an "E" day and have received written approval. If you leave from school during the workday, please clock out. The balance of your time will be credited based upon your prior approval documents and the daily absence report.

What about athletic events?

Prior approval from central office for the coaching staff is not required. However, the athletic event, those attending, and estimated time of departure should be reported on the principal's daily absentee report. Please clock out at departure and the balance of your time will be credited by the business office based upon that report. The Athletic Director will coordinate attendance with the principal.

Will I get to see my time card?

Yes. On the first day after each payroll cut-off date your time report will be made available for your review and approval. You should sign your time card report and return it to your principal or supervisor to be returned to the Business Office.

What happens next?

On the 3rd day after the payroll cut-off date your principal or supervisor will hand deliver your time card report to the business office.

TIME CLOCKS, WORK SCHEDULES, AND HOURS

What if I don't approve the time as shown?

Report any discrepancies to your principal or supervisor and have him/her contact the business office immediately. Your report will be reviewed and corrected if necessary. All discrepancies must be reported within three days, unless there are extenuating circumstances.

What if I'm not available to sign my time card report or a discrepancy is not resolved?

You will be paid based upon the recorded time. In the event a correction needs to be made, the correction will be done on the next following payroll. Your signature must be on your time card report.

I work at Davis Elementary School and will be going to Threadgill Elementary School in the morning. May I clock in at Threadgill?

No. You must report to your primary place of employment and clock in. If you need to be at another location for any reason, you still must first report to your primary worksite and clock in.

I was required to be at another location until my regular quitting time. May I clock out at that location instead of having to return to my appointed location?

Generally, no. Due to software memory limitations all employees cannot be set up on every clock in the district. However, some employees do have district wide clock authority. Please check with the business office if you are in doubt of your status.

Do I clock out for lunch and clock back in after?

Maintenance and custodial employees may be required to punch in and out for lunch. All other employees do not clock out for lunch.

How much time do I get for lunch if I am not required to clock in and out for lunch?

Non-instructional employees have 30 minutes for lunch. Elementary teachers and assistants have their lunch time with their students. All other personnel have their lunch time according to their daily period schedules and duty schedules.

May I leave campus for lunch?

No, only maintenance and custodial employees are allowed to leave. All elementary, middle school, and high school employees, except as previously noted, are paid for their lunch time and are considered to be on duty and available during the scheduled work day.

TIME CLOCKS, WORK SCHEDULES, AND HOURS

What about my planning period? I can leave then can't I?

Planning period time is time that the school district is paying for and should be used in a productive manner. It is not "time off." The principal may, in his or her discretion, grant permission to leave during the planning period if circumstances require a temporary

absence. Permission to leave will be granted only in extraordinary circumstances. The employee must clock out and clock in on return. The principal will maintain a written record of all intraday absences allowed showing the reason each absence was necessary.

What about a necessary absence at any time during the day?

Again, circumstances must dictate that it is necessary in the discretion of the principal.

The employee must clock out and clock in as required. The principal must maintain the intraday absence approval log with reasons shown.

You're not saying I can't run errands?

That's what we're saying. Absences during regular work hours will not be allowed except in extraordinary cases. Teaching and learning are the number one priority.

Don't I get a separate lunch time from the children?

Elementary staff, no. Middle school and high school staff, only as your daily classroom schedule and duty schedule dictates.

I'll just run out to pick up some lunches and come back. Okay?

No. Employees are not allowed to "order out" due to the obvious problems of fairness and image that it creates with students who must "eat in." Additionally, it cannot be done in less than 30 minutes and lunch would be eaten on additional district time.

May my work day be split into two or more shifts?

Maintenance and custodial employees may be given a split work schedule. All other employees are required to work a continuous eight-hour period including lunch.

May I work more than eight hours a day?

No. A written request for additional work hours must be submitted by your supervisor in order to exceed the normal work day.

Exactly what do you mean by additional work hours?

Additional work hours are any hours worked outside your normal scheduled work time. Your supervisor has a form for requesting additional work hours.

I'm scheduled to work from 7:30 a.m. until 3:30 p.m. I've got some stuff to do so I'll just come in at 10:00 and work till 6:00. Is that okay since I'm not going over my eight-hour day?

No. Any hours worked outside your normal scheduled work time are considered additional hours. A written request for additional hours must be done.

What is overtime?

Overtime is the amount of time worked during the 7-day work week in excess of 40 hours.

When does the work week begin?

Saturday.

Am I paid differently for overtime?

Yes. Classified employees will be paid 1 ½ times your regular rate of pay for all hours worked in excess of 40 hours that week.

When will I be paid for overtime or additional hours worked?

All employees will be paid for overtime and additional hours based on the clock and scheduled cut off dates. The payroll schedule with cut off dates and pay dates is in the back of this booklet.

I received written permission to work additional hours and I worked 40 hours Monday thru Thursday. I used sick leave on Friday, so now I have 48 hours and will receive overtime. Right?

No. Overtime pay is based only on hours actually worked in excess of 40 hours during the work week. Leave cannot cause overtime. You will be paid for 48 hours at regular pay.

My supervisor told me to clock out at the regular time but wants me to stay and work. He/She will let me off early on another day. Is that okay?

No. Your time card must reflect the actual hours you work. Your signature on the report attests to its' accuracy. Signing a false time report will result in suspension or dismissal.

But my supervisor told me to do it?

Your supervisor is in violation of school district policy and direct instructions from the superintendent. Please call the superintendent immediately.

Well it's so much hassle. I'll just volunteer my time?

You cannot volunteer your time.

Is there a set work time for me?

Generally, yes. Please note the general office hours for the following employees: Aides, Attendance Officers, Assistants, Bookkeepers, Clerks, Monitors, Nurses, Receptionists, Secretaries, Specialists, Technicians, and Warehouse Workers.

At all schools the above employees will work from 7:30 a.m. until 3:30 p.m., except, at schools with two secretaries, one secretary will be designated to work from 8:00 a.m. until 4:00 p.m. At schools with only one secretary, and an office clerk, the office clerk will be designated to work from 8:00 a.m. until 4:00 p.m. Office hours for Central Office classified employees will be 8:00 a.m. until 4:00 p.m. Monday through Thursday and 8:00 a.m. until 3:30 p.m. on Friday. Deviation from these hours requires the written approval of the superintendent. There will be exceptions if you also have bus responsibilities. If you are required to work a schedule different from the specified schedule above you should not do so until instructed in writing by your supervisor.

What about custodians and maintenance workers?

Work schedules will be assigned by the Assistant Superintendent in charge of Maintenance.

Do certified employees have a work schedule?

Yes. Teachers' work hours are 7:30 a.m. until 3:30 p.m. Principals and Assistant Principals are required to be on duty from 7:30 a.m. until 4:00 p.m. Deviation from these schedules requires written approval from the Superintendent.

Are all employees required to be on time?

Yes. The Superintendent has implemented a procedure of review of all employees' time cards for punctuality. Employees with excessive tardiness or early departure times will be put on improvement plans. Tardiness and/or leaving early may also result in loss of pay, suspension, and/or dismissal.

How much time must pass before I am considered tardy or considered to have left work early?

One minute.

I am about to clock-in but I see I'm going to be tardy so I'll just take ½ day sick leave and avoid being tardy, okay?

No. Your principal will report your absence as unexcused. Sick leave cannot be used to avoid being tardy.

HOLIDAYS, INCLEMENT WEATHER, EARLY CLOSING

Do I get paid for holidays?

No.

Do I get paid if the school is closed because of bad weather?

No. However, most unscheduled closings are subject to State Department rules which sometimes require that the time missed be made up.

What if the school was open but highways or bridges in my area were officially closed?

You will not get paid if you do not work.

HOLIDAYS, INCLEMENT WEATHER, EARLY CLOSING

What about early closings?

These times are built in the salaries of teachers and administrators. At random times they work beyond regular hours and do not receive additional pay. Therefore, for early closing they will not receive less pay. However, hourly employees received additional pay whenever any additional hours are worked and are paid only for hours actually worked.

TRAVEL APPROVAL AND REIMBURSEMENTS

Do I need prior approval to attend a conference or workshop?

Yes

How do I request approval?

Submit a travel approval form to the business office prior to the trip. This is the same form submitted for an excused absence "E" day.

What will happen if I travel without submitting the request for travel approval as required?

Expenses will not be paid and you may be docked for an unexcused absence.

If my principal is sending me, do I still have to get approval?

Yes.

My principal did not submit my travel request to the business office on time. Will I be reimbursed?

NO. It is not the principal's responsibility to turn in the request. The principal's responsibility is to indicate approval and assign an account code. It is your responsibility to have everything in order and submitted to the business office prior to the trip.

How will I know that my trip has been approved?

A purchase order signed by the superintendent will be sent to you.

What if I'm sent on short notice and there's not enough time for a purchase order to come to me?

Call the business office for confirmation prior to the trip and arrangements will be made.

Should anything accompany the request for travel approval?

Yes. The written notice publicizing the meeting is required for verification of total expenses and number of days to excuse.

How will I receive reimbursement for my travel expenses?

Submit an expense voucher for reimbursement of travel expenses form to the business office immediately upon return. Travel expenses will not be paid if not requested within thirty (30) days following the travel date.

How soon will I receive my travel reimbursement after submitting the travel expense form?

Travel reimbursements will be paid based on the date received in the business office. Travel checks will be paid monthly with the regular accounts payable checks. Travel checks will be paid based on the cut off dates for bills. A schedule of cut off dates for bills is included in the back of this booklet.



GREENWOOD LEFLORE CONSOLIDATED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

Greenwood Leflore Consolidated School District Employee Handbook

I, _____, acknowledge that upon hire, I was
(Print Name)
provided a copy of the Greenwood Leflore Consolidated School District's employee handbook
and I was informed that an electronic version of the employee handbook is located on the
district's website at www.glcsd.org.

Signature

Date