



#COMMITTEDTOEXCELLENCE

EMPLOYEE HANDBOOK

2024-2025

305 MERRITT DRIVE

CLEVELAND, MS 38732

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Please note that School Board Policies are subject to be added, deleted or amended throughout the school year. These are policies are not intended to represent all school board policies of the Cleveland School District. The entire list of school board policies can be found here: <https://cleveland.msbapolicy.org/>

Welcome to Cleveland School District

Dear Cleveland School District Employees:

It is an honor to welcome you to the 2024-2025 school year. As Superintendent, it is my goal to lead efforts in sustained change for the school district and community. I want to be a positive spokesperson for student achievement and ensure we involve all stakeholders in maintaining a safe and orderly environment where students can learn.

This Employee Handbook has been prepared so that you will be informed about the policies and procedures used to govern employment with the Cleveland School District. It is your responsibility to view and familiarize yourself with this handbook as well as the policies and procedures manual as approved by the Board of Trustees.

On behalf of the Cleveland School District, I thank you for your support of our schools as we provide a quality education that encourages every student to realize his/her fullest potential. I wish each of you a successful school year.

The policies which govern the Cleveland School District are accessible online at www.cleveland.k12.ms.us.

If our office can assist you in any way, please do not hesitate to contact us.

Yours in Service,

Dr. Lisa Bramuchi, Superintendent of Education

Cleveland School District



Vision, Mission, Motto, and Goals

Our Vision

Commitment to the development of productive and successful citizens through innovative and diverse learning opportunities.

Our Mission

Commitment to the educational and extracurricular achievements of all learners.

Our Goals

1. **Student Achievement:** Committed to developing and implementing a rigorous curriculum and assessment system in alignment with the state standards and assessment system.
2. **Positive Culture:** Committed to providing a safe and orderly learning environment where all stakeholders are valued and respected.
3. **Community Engagement:** Committed to fostering a collaborative relationship with all stakeholders to achieve excellence in all aspects of the district.
4. **Employee Retention:** Committed to recruiting and retaining committed teachers and administrators that will provide an educational system of excellence.
5. **Fiscal Accountability:** Committed to the use of fiscal resources effectively and efficiently to accomplish the district's commitment to excellence.

Cleveland School District Board of Trustees

Ms. Paulette Howze, **President**

Mr. Richard Boggs , **Vice-President**

Mrs. Lucille Holmes, **Secretary**

Mr. George Evans , **Parliamentarian**

Ms. Debra Fioranelli, **Chaplain**

District Administrators

Dr. Lisa Bramuchi

Superintendent

Mr. Charles Johnson

Deputy Superintendent

Mr. Nathan Towers

Federal Programs Director

Mrs. Jessica Pulley

Financial Services Director

Mrs. Markeita Brinkley

Special Services Director

Mrs. Nikki Montgomery

Curriculum and Instruction Director

Ms. Shenika Newson

Food Service Director

Mr. Michael Harrington

Maintenance Director

Mr. Henry Alexander

Transportation Director

Ms. Denise Mallette

Technology Director

Mrs. Amelia Ford

Human Resources Coordinator

Mrs. Patsy Clerk

Family & Community Engagement Coordinator

Administrative Support Staff

Bell, Sheila Executive Assistant to Superintendent / Board Clerk

Brooks, Debbie Administrative Assistant to Transportation Director

Beamon, Cherrier Administrative Assistant to Federal Programs Director & Federal Programs Bookkeeper

Jones, Gwendolyn Accounts Receivable Clerk

Clerk, Patsy Family & Community Engagement Coordinator

Johnston, Molly Carol District Nurse

Johnson, Sheila Administrative Assistant to Special Services Director

Trotter, Neamonia Receptionist/Information Clerk

McClain, Karen District Nurse

Moore, Martina Administrative Assistant to Deputy Superintendent

Nail, Regina District Case Manager, Special Services

Skinner, Magan Technology Technician

Sullivan, Wendy Accounts Payable Clerk

Thomas, Tacarra Payroll Clerk

Wade, Michelle District Accountant

Wade, Simuel Fixed Assets / 16th Section Land Leases

Washington, Lakeisha Administrative Assistant to Director of Food Services

Wilburn, Mandy District Nurse

Wilson, Kedrick Technology Technician

Ybarra, Mary ELL / Migrant / Homeless

Lemon, Brandon Technology Technician

School Information

Elementary Schools

B. L. BELL ACADEMY

Tiffanie Russell, Principal

Kimberley Jones, Counselor

Carolyn Washington, Secretary

1016 Taylor Road, Boyle, MS 38730 | Ph: 662.843.4572 | Fax: 662.579.3109

Grades: Pre-Kindergarten through 6th

D.M. SMITH ELEMENTARY SCHOOL

Rasheda Barksdale, Principal

Dr. Lutoya Earvin, Counselor

Tyronica Williams, Secretary

715 Martin Luther King Drive, Cleveland, MS 38732 | Ph: 662.846.6152 | Fax: 662.545.4895

Grades: 3rd through 6th

HAYES COOPER CENTER

Sonya Burford, Principal

Mary Haley Chaney, Counselor

Mona Lisa Thompson, Secretary

500 Martin Luther King Boulevard, Merigold, MS 38759 | Ph: 662.748.2734 | Fax: 662.748.2735

Grades: Pre-Kindergarten through 6th

NAILOR ELEMENTARY SCHOOL

April Smith, Principal

Stephanie Pleasant, Social Worker

D'Myra Lucas, Secretary

600 East Cross Street, Cleveland, MS 38732 | Ph: 662.843.4528 | Fax: 662.545.4774

Grades: Pre-Kindergarten through 2nd

PARKS ELEMENTARY SCHOOL

Holly Wells, Interim Principal

Marion Story, Counselor

Erin Berryhill, Secretary

1305 Terrace Road, Cleveland, MS 38732 | Ph: 662.843.3166 | Fax: 662.545.4195

Grades: Pre-Kindergarten through 6th

PEARMAN ELEMENTARY SCHOOL

Emily Patty, Interim Principal

Jontarius Haywood, Counselor

Valeria Sanders, Secretary

306 Merritt Drive, Cleveland, MS 38732 | Ph: 662.843.4484 | Fax: 662.545.4727

Grades: 1st through 6th

Secondary Schools

CLEVELAND CENTRAL MIDDLE SCHOOL

Cathy Sparks, Principal

James Strong, Assistant Principal

Ronda Johnson, Counselor | Shatanner McFarland-Brown, Counselor

Alicia Gillespie, Secretary | Anne Marie Brown, Clerk

601 Lucy Seaberry Boulevard, Cleveland, MS 38732 | Ph: 662.843.2338 | Fax: 662.545.4568

Grades: 7th through 8th

CLEVELAND CENTRAL HIGH SCHOOL

Ashondra Johnson, Principal

Dr. Kimberly Wardlow, Assistant Principal | Frederick Ford, Assistant Principal

Joe Nathan Davis, Assistant Principal

Nakita Goins, Counselor | Legarius Jefferson, Counselor | LaShundreya Townsend, Counselor

T'Ajiah Minter, Counselor

Tia Williams, Secretary | Harriett Burks, Clerk | Kim Reed, Clerk

300 West Sunflower Road, Cleveland, MS 38732 | Ph: 662.843.2460 | Fax: 662.545.4314

Grades: 9th through 12th

WALTER C. ROBINSON ACHIEVEMENT CENTER

Dr. Derek Bell, Director

601 Third Street, Cleveland, MS 38732 | Ph: 662.843.8818 | Fax: 662.545.4612

CLEVELAND CAREER DEVELOPMENT & TECHNOLOGY CENTER

Equonda Jackson, Director

Deunderia Smith-Wraggs, Counselor

Iris Clark, Secretary

601 Third Street, Cleveland, MS 38732 | Ph: 662.843.8818 | Fax: 662.545.4612

CLEVELAND SCHOOL DISTRICT PARENT CENTER

Patsy Clerk, Coordinator

305 Sunflower Road, Cleveland, MS 38732 | Ph: 662.579.3096

PERSONNEL GOALS AND OBJECTIVES

- To employ personnel of the highest quality, both licensed and non-licensed
- To be an equal opportunity employer
- To involve staff in decision making
- To provide professional development opportunities through well-planned staff development and allowances to attend seminars, workshops and visit other successful school districts
- To provide procedures for complaints and grievances
- To assign personnel to ensure that they are utilized as effectively as possible
- To develop a climate that will produce the highest staff performance, morale, and satisfaction
- To recognize and reward accomplishments and distinguished service

ALL PERSONNEL - DRESS AND APPEARANCE (POLICY GABA)

DRESS AND APPEARANCE

Employees are expected to set an example that reflects our profession. In dress, conduct and interpersonal relationships, teachers and other staff members should recognize that we are being continuously observed by students, parents, and the public. Our actions and demeanor will be reflected in the conduct of the students under our guidance. One of the best methods of instructing students is through a positive example of proper conduct, manners, dress, and grooming on the part of the faculty and staff.

Proper attire is expected in each work location. It is of paramount importance that the members of the faculty and staff set good examples in conduct, manners, dress and grooming. Employees are expected to wear appropriate dress for work. This means that clothing and appearance should be in good taste, conservative, and suitable for the job at hand. All employees are expected to dress beyond the expectations for students.

All employees will be allowed to dress in business casual attire or the uniform dress of the students in the schools in which you are employed, unless uniforms are prescribed for the assigned work area. In addition, all employees will maintain acceptable professional appearance while on duty at field trips, when deemed necessary; the principal/supervisor does have the right to approve attire for staff participating in school-sponsored field trips.

While no dress code can cover all contingencies, employees are expected to and must exert good judgment in the choice of clothing. The guide below provides what is acceptable or not as business casual attire according to the district standards:

Shirts, Tops, and Blouses

Casual shirts, dress shirts, sweaters, tops, and golf-type are acceptable. Provocative, tight fitting shirts, tank tops, halter tops, or crop tops which show the midriff, armpits, or cleavage are inappropriate. Other inappropriate tops include shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans.

Slacks, Pants and Suit Pants

Slacks that are similar to Dockers brand, Capri pants, polyester blend slacks, and trousers are acceptable. NO LOW RIDERS - shirts and bottoms must cover all. Other inappropriate slacks, pants or trousers include sweatpants, exercise pants, Bermuda shorts, shorts, leggings, jeggings, or other form fitting pants. Knee length dressy shorts are permitted.

Skirts and Dresses

Sun dresses with spaghetti straps or T-straps should not be worn without a shirt or jacket.

Dresses or skirts with side splits must be at the knee. The length of dresses or skirts must also be at the knee.

Shoes and Footwear

Conservative or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, sandals and other leather deck-type shoes are acceptable. Thongs, flip-flops, and slippers are not acceptable at anytime.

There will be no revealing clothing or clothing that allows undergarments to show through. Clothing must be SIZE - APPROPRIATE- Absolutely "NO SAGGING" will be permitted . Belts must be worn and shirts (if applicable) must be tucked into pants.

The consequences for violating this dress code are:

OFFENSE	CONSEQUENCE
First	Verbal warning
Second	Written warning
Third	Up to a three (3) day suspension rwithout pay
Fourth	Appearance before the School Board for additional discipline, up to and including termination.

EQUAL OPPORTUNITY EMPLOYMENT (Policy GAAA)

The Cleveland School District Board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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

RECRUITMENT AND SELECTION

PROFESSIONAL PERSONNEL HIRING (Policy GBD)

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

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

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

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

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

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

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

ANNOUNCEMENT OF VACANCIES (Policy GBCA)

Announcement of vacancies for full-time professional and non-professional positions in the school district shall be posted and advertised on the Cleveland School District's website and local media for professional positions only

Vacancies must be advertised for a minimum of ten business days except in cases of extreme emergency as determined by the superintendent. Such advertisements must include the minimum qualifications for the position.

Announcements of vacant professional positions will also be submitted to outside sources such as the Mississippi State Department of Education.

In the event of an emergency need to fill a position, the superintendent may waive advertising procedures set forth. He or she shall be authorized to enter into a contract or agreement with personnel until such time as the board shall meet and consider his or her staffing recommendation.

EMPLOYEE RIGHTS AND RESPONSIBILITIES (Policy GAD)

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

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES (Policy GBD)

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

filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

CRIMINAL RECORDS BACKGROUND CHECK / CHILD ABUSE REGISTRY CHECK (Policy GBD)

1. All new hire licensed and non-licensed employees must have a state child abuse registry check and criminal records background check
2. The fingerprints shall be forwarded by the school district to the Department of Public Safety who shall in turn forward them to the FBI.
3. The district may charge the applicant up to \$50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.
5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
 - a. Possession or sale of drugs.
 - b. Murder, Manslaughter, or Armed Robbery.
 - c. Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1).
 - d. Child Abuse, Arson, Grand Larceny, or Burglary.
 - e. Gratification of Lust or Aggravated Assault.
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
 - a. Age at the commission of the crime.
 - b. Circumstances surrounding the crime.
 - c. Length of time and criminal history since the crime.
 - d. Work history and current employment and character.
 - e. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.
8. No school district or employee may be held liable in an employment discrimination suit involving the Mississippi Code of 1972 Statute 37-9-17.

CONVICTION BASED ON ERRONEOUS INFORMATION (Policy GBD)

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

NEPOTISM AND CONFLICT OF INTEREST (Policy GBD)

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

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

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS (Policy GBA)

YEAR OF TEACHING EXPERIENCE

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

FULL-TIME EMPLOYMENT

Beginning with the 2003-2004 school year, the State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

SCHOOL LIBRARIANS

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

SCHOOL ADMINISTRATORS

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

MILITARY SERVICE

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

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS

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

LEVEL OF PAY

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

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

It is the policy of this school board to attempt to pay its licensed employees at a level that will attract and hold people with ability who can exercise professionalism in the school district.

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

CONTRACT REQUIRED

The superintendent shall enter into a contract with each licensed employee in the manner prescribed by law and the State Board of Education.

If any licensed employee or other person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after the same has been tendered to him for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. 37-9-23

LENGTH OF CONTRACT

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

FIXING OF SALARY

In employing and contracting with licensed employees, the school board shall determine and fix the amount of salary and ensure compliance with all applicable laws and regulations.

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

SALARY PAY SCHEDULE

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

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

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

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

PAY CERTIFICATES

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

EXECUTION OF WRITTEN CONTRACT

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

SALARY DEDUCTIONS

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

RELEASE FROM CONTRACT

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

BREACH OF CONTRACT

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

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

PROFESSIONAL PERSONNEL RECORDS (Policy GAR)

As used throughout this policy, the term "employee" refers to licensed personnel.

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

CONFIDENTIALITY

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

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

The superintendent shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical, or similar files if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the licensed employee within seven (7) business days from receipt by the employee.

TYPES OF INFORMATION

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

The records shall contain the following:

1. The correct name, current address, and home telephone number of the employee;"
2. An accurate record of the employee's work experience;
3. Current data on education completed, including transcripts of academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested by the superintendent concerning the employee's health and/or medical examinations;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

USE OF PERSONNEL RECORDS

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

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

PARENTAL NOTICE

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

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

If a parent requests the above-listed information, the school district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught for four or more weeks, the school district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

PROFESSIONAL PERSONNEL TIME SCHEDULE (Policy GBRB)

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

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

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

LENGTH OF SCHOOL DAY

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

Elementary, junior high, and senior high school teachers are expected to be on duty at their respective schools at 7:30 a.m. each day. Except when carrying out assignments of the principal, teachers are expected to remain at school or on duty during the designated hours. It is expected that all teachers remain at school Monday through Friday as follows:

Elementary - 3:30

Junior and Senior High - 3:30

Time is provided each school day for instructional preparation and planning, and conferences.

PROFESSIONAL PERSONNEL WORKLOAD (Policy GBRC)

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

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

TEACHING DAY (Policy GBRC)

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

PROFESSIONAL PERSONNEL STAFF MEETINGS (Policy GBRD)

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

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

PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT (Policy GBRG)

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

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

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

PROFESSIONAL PERSONNEL TUTORING FOR PAY (Policy GBRGB)

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

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

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

PROFESSIONAL PERSONNEL ASSIGNMENT (Policy GBE)

The superintendent of schools shall have the power and authority to make assignments to the various schools in the district of all noninstructional and nonlicensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board. '37-9-14

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

COACHES ASSIGNMENT POLICY (Policy GBRCA)

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

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

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

All coaches shall work together to promote all sports. All coaches not directly responsible for the sport in season shall assist the responsible coach upon request and within limits established by the

superintendent.

Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic-related positions are not subject to the School Employment Procedures Act.

PROFESSIONAL PERSONNEL SUPERVISION (Policy GBH)

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

MISSED PUNCHES (Policy GBRCB)

Subject to any approved time off (sick leave, personal leave, or vacation) employees must clock in and clock out according to the employee's daily schedule as specified by their supervisor. Failure to clock in or out in accordance with this assigned schedule will subject the employee to the disciplinary actions listed below. Violation of these occurrences will be recorded in the employee's file/record (original in principal's office and copy in personnel record at Central Office)

The following missed punch ladder is in effect each time an employee requests a time edit (substitute teachers are excluded from this policy and are more specifically addressed below):

(For each 45-day period in which no incident occurs, an incident from the previous 45 days will be removed from the employee's file/record.)

First Occurrence -	Verbal Warning
Second Occurrence -	Written Warning
Third Occurrence -	One-day suspension without pay
Fourth Occurrence -	Review of record with Superintendent with further suspension and/or termination possible.

The following missed punched ladder is in effect for each time a substitute teacher requests a time edit:

First Occurrence -	Verbal Warning
Second Occurrence -	Written Warning
Third Occurrence -	Review of record with the Superintendent with the possibility of being removed from the substitute teacher list.

EMPLOYEE IDENTIFICATION BADGES (Policy EBAA)

All employees are required to wear official school district employee identification badges when entering any school campus in the district. Official identification badges will bear the employee's name, department/school, and picture. Any individual identified on a school campus in this school district not wearing an employee identification badge shall be reported to the

school office and/or to security.

The badge is to be worn during working hours in an easily observed location on the blouse, coat, shirt, or uniform. Stickers or decals are not allowed to be attached to the identification badge. Badges that are lost or stolen may be replaced for a \$10 fee to cover the cost of replacement materials. All employee identification badges are the property of this school district and must be returned to the District Personnel Office upon resignation or termination.

TIMECLOCK GUIDELINES (Policy GBRCB)

Each employee of the Cleveland School District, whether certified or noncertified, hourly or salaried, is required to clock in and clock out for work using the District's time clock system.

Employees' supervisors shall give each employee a schedule to adhere to regarding their daily work hours. As per this schedule, employees are expected to work all scheduled hours each week. Employees are to arrive and depart at the times specified by their supervisor. The obligation to properly and accurately clock in and clock out is considered a part of the employee's job obligations.

If time worked does not equal scheduled hours for the week, the employee can apply for either sick or personal leave, if applicable. Employees may not make up for any lost time by working late or starting work early unless approved beforehand by their supervisor.

EVALUATION OF PROFESSIONAL EMPLOYEES (Policy GBI)

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and the on-the-job performance of every professional employee.

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

PROFESSIONAL PERSONNEL PROMOTIONS (Policy GBJ)

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

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

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

LEAVE AND ABSENCES (Policy GBRI)

ABSENCE FROM DUTY

1. LICENSED EMPLOYEE

The term licensed employee means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

2. SICK LEAVE ALLOWANCE

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

- a. Each full-time licensed employee and non-licensed employee at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such full-time licensed employee and non-licensed employee if the full-time licensed employee and non-licensed employee remain employed in the same school district. In the event any public school full-time licensed employee and non-licensed employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such full-time licensed employee and non-licensed employee shall be credited to such full-time licensed employee and non-licensed employee 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.
- c. No deduction from the pay of such full-time licensed employee and non-licensed employee may be made because of the absence of such full-time licensed employee and non-licensed employee caused by illness or physical disability of the full-time licensed employee and non-licensed employee until after all sick leave allowance credited to such full time licensed employee and non-licensed employee has been used.
- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the payment of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed

employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, 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 previous to a holiday, or a day after a holiday. Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

- a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday if, on an applicable day, an immediate family member of the employee is being deployed for military service.
- b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
- c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday if, on an applicable day, the employee has been summoned to appear for jury duty or as a witness in court.
- d. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday if, on an applicable day, an immediate family member of the employee dies or funeral services are held. Any day of the three (3) bereavement days may be used at the discretion of the teacher, and are not required to be taken in consecutive sessions.

Personal leave may be used for professional purposes, including absences caused by the attendance of such licensed employee at a seminar, class, training program, professional association, or other functions designed for educators. No deduction from the pay of such an employee may be made because of the absence of such a licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee

the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance of up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

PROFESSIONAL LEAVE ALLOWANCE

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

PROFESSIONAL PERSONNEL EXPENSES (Policy GBRF)

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

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

Current reimbursements are as follows:

1. single standard room rate for accommodations
2. maximum reimbursement per day for meals for in-state and out-of-state travel as set by the State Department of Finance and Administration
3. (*see drafting note 1 below*) cents per mile for each mile driven in a private vehicle

4. actual registration fees
5. actual fare or other expenses incurred in travel by public carrier
6. incidental expenses -- reasonable gratuities, parking, etc.

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

REGARDING TRAVEL ADVANCES (Policy GBRF)

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

RETIREMENT (Policy GBRI)

Upon retirement from employment, each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal

leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

RULES AND REGULATIONS (Policy GBRI)

The school board may adopt rules and regulations which will reasonably aid to implement the policy of sick and personal leave, including, but not limited to, rules and regulations having the following general effect:

- a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioners as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a nonschool day;
- b. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;
- c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished, or performed at a time when school was not in session;
- d. Enlarging, increasing, or providing greater sick or personal leave allowances than the minimum standards established by this section at the discretion of the school board of each school district.

ARRANGEMENTS FOR SUBSTITUTES (Policy GBRJ)

A roster of teachers approved for substitute teaching on a per diem basis shall be issued annually by the superintendent of schools, which shall contain the names of approved teachers who shall have made formal applications to the office of the superintendent to serve as emergency teachers. Principals shall use the roster of approved substitute teachers in selecting teachers for emergency service as required. Retired teachers may substitute-teach. ' 25-11-127

CRIMINAL RECORDS BACKGROUND CHECK

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

and that such criminal record information and registry checks are on file for any new hires applying for employment as a licensed or nonlicensed employee at a school and not previously employed in such school under the purview of the State Board of Education or at such local school district prior to July 1, 2000. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted. ' 37-9-17 (2)

TERMS OF EMPLOYMENT AND COMPENSATION

Substitute teachers are approved by the school board for one academic year. Substitute teacher applicants are screened. The applicants with the most educational training are selected. Temporary service teachers are at-will employees and have no property rights in their employment which may be terminated at any time by either the employee or the employer without notice.

PAYMENT FOR SUBSTITUTE TEACHERS

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

The Cleveland School District has established the following pay scale for substitute teachers:

- \$80.00/day High School Diploma Required
- \$100.00/day Minimum 60 College Hours (including certified teachers)
- \$90.00/day Long-term substitute with High School Diploma
- \$125.00/day Long-term substitute with 60 College Hours or Associate Degree
- \$150.00/day Long-term substitute (Cleveland School District retired teacher)
- \$10.00/hour Custodian

A Long Term Substitute teacher position is defined as employment in a certified teaching position for no less than 20 days.

NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES (Policy GBRI)

The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other nonlicensed and hourly-paid school employees as the board deems appropriate.

VACATION AND PERSONAL LEAVE (Policy GBRI)

Vacation leave granted to either licensed or nonlicensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the

combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon the termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

DEFINITIONS (Policy GBRI)

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

1. "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 state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and 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.
2. Immediate family means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

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, in accordance with the following:

1. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the school district superintendent or his designee of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an

employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

3. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
4. 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, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
5. 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 with the meaning of this section.
6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro-rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
7. Donated leave shall not be used in lieu of disability retirement. 37-7-307

JURY DUTY / OTHER LEAVE (Policy GBRI)

This school board 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)

REQUEST FOR LEAVE (Policy GBRCB)

In addition to completing a Request for Travel form (blue form), all requests for leave shall be entered through the time clock. Once approved by the employee's supervisor, the leave will attach to the employee's pay record for that pay period. Specific instructions for requesting leave can be found in the Time Trust manual located in the principal's office at each school.

Certified employees (Exempt)

The normal workday for full-time licensed and professional staff is an 8-hour day. Principals may adjust the arrival and departure time to accommodate bus routes and student

supervision. Certified Employees are expected to comply with clock-in and clock-out procedures and duty hours. Teachers will remain at the school throughout the school day unless granted permission to leave by the principal. All certified employees are exempt from overtime. The normal 8-hour work day may include but is not limited to, administrative meetings, professional development, student supervision, assigned duties, parent conferences, group or individual planning, and extra-curricular activities. Some activities may extend beyond the normal workday. Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Districts must ensure that exempt and non-exempt employees with a contract greater than 187 days (i.e. administrations with 234, 220, and 212-day contracts) are in fact working the actual number of days of the contract.

It is extremely important that leave is documented and reconciled to time worked. Not just for administrators, but for all employees whether they are contracted or not.

Classified Employees (Non-Exempt)

Classified employees work 40 hours per week (not including some cafeteria staff), but the shifts may vary depending on the job. The workweek for school district employees will be Saturday through Friday. A workweek that exceeds 40 hours must be cleared in advance by the principal or supervisor and approved by the superintendent. Workdays are set by the calendar and adopted annually by the school board. All employees are expected to comply with the work schedules established for their particular area.

Any hours **worked** over 40 hours in a work week will be posted as compensatory time in the time clock. Exceptions to this policy require prior approval of the Superintendent. Time off must be cleared in advance with the principal or supervisor and approved by the superintendent. Classified employees are required to clock in and clock out at the beginning and end of each workday. Employees are expected to clock out and clock in for lunch.

It is extremely important that leave is documented and reconciled to time worked. Not just for administrators, but for all employees whether they are contracted or not.

FAMILY AND MEDICAL LEAVE ACT (FMLA) (Policy GBRIA)

NOTE: In reviewing this sample policy, school districts are encouraged to seek legal advice, especially at those points below denoted with an asterisk (*).

IMPORTANT NOTICE

Due to the complexity of the Family Medical Leave Act (FMLA) and because it involves consideration of your district's leaves and absences policy and your practices, along with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), the Consolidated Omnibus Budget Reconciliation Act (COBRA) and parts of the Internal Revenue Code relating to group health plans and cafeteria plans, all federal anti-discrimination laws and applicable state laws, it is not practical to attempt development of a detailed policy for the administration of the

FMLA. Each request for leave must be evaluated individually due to myriad combinations of circumstances and medical conditions one may have to consider. It is strongly recommended that the school district purchase a competent analysis of the rules, regulations, and guidelines of the FMLA to review while evaluating individual requests for leave under FMLA. The school district's attorney should always be consulted when there is uncertainty.

Of particular importance are the posting and notice requirements of the Act. You must conspicuously post and keep posted in all schools and offices where employees are employed and where applications for employment are taken a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division. Copies of the required notice may be obtained from any local Wage and Hour Division Office. No reproductions of the notice may be any smaller than 8 x 11 inches and the text must be fully legible. Failure to post the required notice prohibits you from taking any adverse action against an employee as well as liability for payment of fines to the Department of Labor (DOL).

Information concerning FMLA entitlements and employee obligations must be included in any employee handbook or other documents providing written guidance explaining all the obligations and rights of an eligible employee whenever that employee requests leave under FMLA. A fact sheet is available from the nearest Wage and Hour Division Office that will provide this guidance.

Also, you must provide an employee who has given you notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered:

1. Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;
2. Whether the district will require the employee to furnish, prior to being restored to employment, a fitness for duty certificate;
3. That the taking of this leave will count against the employee's annual FMLA leave entitlement;
4. That the employee has a right to substitute paid leave (sick leave, vacation, personal days) for FMLA leave or whether the district will require the substitution of paid leave and any conditions related to substitution;
5. Whether the employee is a "key employee" and that restoration might possibly be denied after taking FMLA leave, explain the condition required for you to deny restoration;
6. Whether the employee will be required to pay any health insurance premiums to maintain benefits while on leave and the arrangements for making the payments;
7. That if the employee fails to return to work after taking unpaid FMLA leave, he is potentially liable for payment of health insurance premiums paid by the school district;

8. That the employee has a right to restoration to the same or equivalent job* upon return from leave.

The school district is also expected to act in good faith in answering questions from employees about their rights and responsibilities under the FMLA.

FMLA provides that the school district shall make, keep and preserve records pertaining to its obligations under the Act in accordance with the record-keeping requirements of section 11 C of the Fair Labor Standards Act (FLSA) and the FMLA. No particular order or form of records is required. No requirement exists that requires the school district to revise its computerized payroll or personnel records to comply; however, some items are required.

Leaves and Absences and The Family Medical Leave Act of 1993 (Policy GBRIA)

I. GENERAL

1. Definition

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

2. Leave Provisions

1. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12-month period for any one or more of the following reasons:

1. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
4. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
5. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
6. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

IMPORTANT NOTE: The school district must choose any one of the following methods of determining the "12-month period". Once chosen, that method must be used consistently and changed only upon 60 days written notice to all employees.

1. The calendar year;
2. Any fixed 12-month "leave year", that is,
 1. a fiscal year
 2. a year required by state law
 3. a year starting on the employee's employment anniversary date
 4. the 12-month period measured forward from the beginning date of the employee's FMLA leave
 5. a rolling 12-month period measured backward from the date the employee uses FMLA leave (may not extend back before August 5, 1993).*
- a. Spouses have a 12-week aggregate leave limit except for personal illness or the illness of a child or the other spouse;

that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

- b. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parents.
- c. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group, or individual setting. Instructional employees include teachers, teacher aides, and assistant teachers who actually teach, coaches, driver's ed instructors, and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.*

Notice Requirement

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

II. REQUIRED CERTIFICATION

- 1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider,* shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.
- 2. The certification is to include the following:

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

III. EMPLOYMENT BENEFITS PROTECTION

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

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

IV. PROHIBITED ACTS

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

MILITARY LEAVE (Policy GBRID)

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21

The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave, or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee chooses a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment And Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific applications of USERRA requirements.

PROFESSIONAL PERSONNEL SUSPENSION / DISMISSAL (Policy GBK)

BREACH OF CONTRACT

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

REASONS FOR DISMISSAL OR SUSPENSION

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

IMMEDIATE RELEASE

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

HEARING

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

APPEAL

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

In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee. ' 37-9-59 (1997)

Insubordination is one of the "other good causes" for which one may be dismissed.

At a suspension or dismissal hearing before the school board, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist.

PROFESSIONAL PERSONNEL (REDUCTION IN FORCE) (Policy GBKAR)

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

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

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

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

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

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

PROFESSIONAL PERSONNEL SEPARATION (Policy GBN)

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

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

NOTICE OF NONRENEWAL

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

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator, or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

An interim superintendent appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. 37-9-105

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

LICENSED EMPLOYEE RIGHTS

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

1. Written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefor, a list of witnesses, and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing. If the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void, and the board shall order the execution of a contract with the employee for an additional period of one (1) year;
2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
3. Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
4. be represented by legal counsel, at his/her own expense.

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

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

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

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

PROFESSIONAL PERSONNEL RESIGNATIONS (Policy GBO)

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

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

It is the board's position that when an employee has a legitimate reason for requesting a release from their contract, said employee will not be released unless and until a highly qualified replacement for that position is identified by the Cleveland School District.

PROCEDURES

Resignations must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgment of receipt must be inscribed on the face of the letter of resignation.

Upon receipt of a letter of resignation, the superintendent shall present the resignation to the Board of Trustees at their next meeting and, after presentation to the Board, notify the employee in writing as to whether or not the employee's resignation is accepted. This notification shall be sent to the employee by certified mail, return receipt requested, or personally delivered to the employee, and an acknowledgment of receipt by the employee inscribed on the face of the letter of acceptance or denial of the resignation. The employee shall be given one copy of the acknowledged acceptance or denial of the resignation and the superintendent shall keep one copy of the acknowledged acceptance or denial of the resignation.

All letters of resignation and acceptance or denial of resignations shall become a permanent part of the employee's personnel file.

PROFESSIONAL PERSONNEL RELEASE FROM CONTRACT (Policy GBOA)

Any appointed superintendent, principal, or licensed employee in any public school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make an application in writing to the school board of the school district for release therefrom, in which application the reasons for such release shall be clearly stated. If the board acts favorably upon such application for release, such superintendent, principal, or licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in this school board's order. ' 37-9-55 (1997)

If any appointed superintendent, principal or licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such superintendent, principal or licensed employee shall be null and void. In addition, thereto the license or certificate of such superintendent, principal, or licensed employee may be suspended

by the State Board of Education for a period of one (1) school year as provided in Section 37-3-2 (8) upon written recommendation of the majority of the members of the school board of the school district involved. '37-9-57 (1997)

PROFESSIONAL PERSONNEL RETIREMENT (Policy GBQ)

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

ATTORNEY GENERAL OPINION

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

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

PROFESSIONAL PERSONNEL REEMPLOYMENT (Policy GBP)

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

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

PROFESSIONAL EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT (Policy GAA)

All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy Rules 14.10 and 14.17.

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

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

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

EMPLOYEE CONDUCT (Policy GAB)

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

VIOLATIONS

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

Severe violations or continuous 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). Please refer to the EEPL Handbook, published by MSBA.

STATE BOARD POLICY (Reference in Policy GAA)

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

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

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

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

CODE OF ETHICS STANDARDS OF CONDUCT

Standard 1: Professional Conduct

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

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

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

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

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

Standard 2: Trustworthiness

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

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

Standard 3: Unlawful Acts

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

3. 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 a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Educator/Student Relationships

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

- 4.1. Ethical conduct includes but is not limited to, the following:
 - a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
 - b. Nurturing the intellectual, physical, emotional, social, and civic potential of all students
 - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
 - d. Creating, supporting, and maintaining a challenging learning environment for all students.

- 4.2. Unethical conduct includes, but is not limited to the following:
- a. Committing any act of child abuse
 - b. Committing any act of cruelty to children or any act of child endangerment
 - c. Committing or soliciting any unlawful sexual act
 - d. Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability
 - e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
 - f. Soliciting, encouraging, participating, or initiating inappropriate written, verbal, electronic, physical, or romantic relationships with students.

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

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

Standard 5: Educator/Collegial Relationships

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

5. 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 the professional decisions of colleagues.

Standard 6: Alcohol, Drug, and Tobacco Use or Possession

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

- 6.1. Ethical conduct includes but is not limited to, the following:
 - a. Factually representing the dangers of alcohol, tobacco, and illegal drug use and abuse to students during the course of professional practice.
- 6.2. Unethical conduct includes but is not limited to, the following:
 - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

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

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

Standard 8: Remunerative Conduct

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

- 8.1. Ethical conduct includes but is not limited to, the following:
 - a. Insuring that institutional privileges are not used for personal gain
 - b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.
- 8.2. Unethical conduct includes but is not limited to, the following:
 - a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body

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

Standard 9: Maintenance of Confidentiality

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

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

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

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

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

Standard 10: Breach of Contract or Abandonment of Employment

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

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

SEXUAL HARASSMENT (Policy GBR)

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids discrimination against any employee or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

The Cleveland School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any employee of the school district. All employees of the district are mandatory reporters under Title IX.

The **“complainant”** is the person who is alleged to be the victim of sexual harassment.

“Deliberate indifference” is when a district's response is clearly unreasonable in light of known circumstances.

An **“educational program or activity”** includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A **“formal complaint”** of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The **“respondent”** is the individual who has been reported to be the perpetrator of the sexual harassment.

“Sexual harassment” is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Conduct on the basis of sex that meets one or more of the following: “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational

program or activity without unreasonably burdening the other party. Examples of supportive measures include but are not limited to:

1. Counseling
2. Course Modification
3. Schedule Changes
4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of Cleveland School District, third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or by email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is a notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;
2. That occurred within the school's education program or activity;
3. Against a person in the United States.

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

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination, or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The Cleveland School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies
4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

SEXUAL MISCONDUCT PROHIBITED (Policy JCA)

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

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

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such

offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. '97-29-3

Cleveland School District Student Bullying Policy (Policy JDDA-P)

Students and employees in the Cleveland School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school officials. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses, and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the

principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after the initial receipt of the complaint by the district. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the district official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

GRIEVANCE PROCEDURES -- LICENSED PERSONNEL APPRAISAL (Policy JDAA_P)

PURPOSE

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

DEFINITIONS

The following definitions shall apply in this grievance procedure:

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

4. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

Level Two

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

Level Three

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

USE OF CELL TELEPHONES BY TEACHERS (Policy IFBB)

The Board of Trustees of the Cleveland School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell telephones by teachers during class time.

VIOLATIONS

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in the non-renewal of an employee's contract or dismissal.

Acceptable Use Policy For Student / Parent / Community Member / Faculty & Staff (Policy IJ)

Introduction

The Cleveland School District has established a computer network to provide Internet access for students, parents, community, and all faculty and staff use. Anyone who uses the computer network will be considered a network user. This will allow access to a variety of Internet resources. In order to use the Internet, students, parents, community members, and educational staff must first read, understand, and sign the following Acceptable Use Policies to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Acceptable Uses

The computer network for the Cleveland School District has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.

1. Students will have access to the Internet via computers and other devices. Student access is limited.
2. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Policy. Parents and/or guardians may revoke approval at any time.
3. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should understand that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
4. Network users must keep their passwords private. Accounts and/or passwords may not be shared.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not sell products or services through the system.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

SOCIAL MEDIA WEBSITES (Policy GABBA)

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications:

1. Access of social media websites for individual use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
5. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.
6. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the _Cleveland School District.

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

Violation of any of this policy may result in disciplinary action.

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

USING COPYRIGHTED MATERIAL (Policy IJC)

It is the intent of this school board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some "fair use" provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of copyright can result in criminal prosecution. It is the position of the Cleveland School District Public Schools that copyrighted materials, whether print or nonprint, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

FAIR USE

Congress has identified four criteria to be balanced in considering questions of "fair use":

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on the potential market for or value of the copyrighted work.

EMPLOYEE LIABILITY FOR VIOLATION

In an effort to discourage violation of the copyright law and to prevent such illegal activities...

1. All employees will be advised of this policy; and
2. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

NOTE: For sample forms and regulations for use with copyrighted works, contact MSBA.

DRUG AND ALCOHOL TESTING POLICY (Policy GBRM-2)

The following is Cleveland School District's Drug and Alcohol Testing Policy. This policy is effective August 2016. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and pre-employment testing of all prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

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

SUBSTANCE ABUSE

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

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The use, sale, possession, transfer, or purchase of illegal drugs, non-prescription drugs, medical marijuana, or controlled substances while on district property or while performing district business is strictly prohibited and is cause for immediate termination. Such action will be reported to appropriate law enforcement officials.
3. No alcoholic beverage will be brought or consumed on district premises.
4. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
5. The district is not prohibited from establishing or enforcing a drug-testing policy under the Mississippi Medical Cannabis Act. The district is not required to permit, accommodate, or allow the use of medical cannabis, or to modify any job/working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
6. The district is not prohibited from taking adverse employment action against an employee, up to and including termination, as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of cannabis.

7. Any employee whose off-duty use of alcohol, medical marijuana, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective , 2016 the Cleveland School District will begin conducting pre-employment testing, reasonable suspicion testing of all personnel, and random testing of bus drivers.
2. An employee will be allowed to provide notice to the Cleveland School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Cleveland School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4.
 1. Reasonable suspicion is defined under this policy as the belief by Cleveland School District that an employee is using or has used drugs or alcohol in violation of Cleveland School District's policy. Reasonable suspicion may be based upon, among other things:
 1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 2. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 3. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 4. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
 5. Information that an employee has caused or contributed to an accident while at work; and
 6. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
 - a. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Cleveland's policy, that employee will be

required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Cleveland School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.

An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

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

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

How to Report Workers' Compensation Injuries

INJURY REPORTING: On the First Report of Injury form provided by the Cleveland School District, the principal or building administrator shall report injuries of employees which require medical attention or which keep the employee from work one-half day or more. This form is submitted to Human Resources.

NON-EMERGENCY

Follow these steps if you are involved in a new work-related injury or illness anywhere in Mississippi, which is not an emergency, or life-threatening.

1. Report the injury to your supervisor as soon as it occurs, and complete the First Report of Injury form. The Principal/Building Administrator or Secretary should contact your School Nurse.
2. If you require treatment, inform your immediate supervisor and Human Resources with details of the medical provider who will be treating your injury.
3. Have a representative from the medical facility contact Human Resources at 662-843-3529
4. Keep all medical treatment appointments.
5. Employees must keep in contact with both their immediate supervisor and Human Resources as to their health status and estimated return to work information from the physician.

EMERGENCY

Follow these steps if you are involved in a work-related injury anywhere in Mississippi, which is serious (excessive bleeding, extreme pain, or head injury) and requires immediate emergency treatment:

1. Contact your immediate supervisor if possible.
2. Go to the nearest medical facility, which offers emergency care, or Call 911 emergency services.
3. Have a representative from the medical facility contact Human Resources at 662-843-3529.
4. When the emergency is over, report the injury to your supervisor if not reported already; complete the First Report of Injury form, then follow steps 2 through 5 above.

Human Resource Forms

The following is a list of forms used in the Human Resources Department:

<i>Employee Recommendation Form</i>	Used when recommending an applicant for employment
<i>Employee Change of Status Form</i>	Used when an employee makes a change of any kind, i.e. grade level, subject area, number of days employed, salary
<i>Employee Transfer Form</i>	Used when an employee’s job is transferring from one location to another
<i>Employee Termination Form</i>	Used for any of the following reasons: resignation, abandoned position, dismissed, retired, part-time ended, limited service ended, FMLA ended (not able to return to work)
<i>Employee Exit Checklist</i>	Used prior to an employee’s last day of work with the district

<i>Employee Exit Survey</i>	Used as a tool to improve the HR operations of the school district (google document)
<i>Request for New Personnel</i>	Used when requesting a new teacher unit or additional staff
<i>New Teacher Survey</i>	Used as a tool to improve the HR operations of the school district (google document).
<i>Employee Verification Form</i>	Used to verify years of experience
<i>Notice of Corrective Action</i>	Used for employee infractions

Tardy and Clocking Out Guidelines

Tardy Guidelines:

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

Tardiness:

1. After the third tardy, an employee will receive a written letter of warning from the supervisor.
2. After the fifth tardy, an employee will be placed in an 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 action (suspension, non-renewal or termination).
4. **No employee will be placed in a 2nd Improvement Plan.**
If an employee receives (3) tardies after the first Improvement Plan is completed, they will be suspended for (3) 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:

Employees are expected to clock-out at the appropriate time each day. Time sheets for all employees will be run weekly and forwarded to principals. The following guidelines for failure to clock-out have been established for all employees.

1. After an employee fails to clock-out for the third time, they will receive a written letter

- of warning from the supervisor.
2. After the employee fails to clock-out for the fifth time, they will be placed in 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 action (suspension, non-renewal or termination).
 4. **No employee will be placed in a 2nd Improvement Plan.**
If an employee fails to clock-out (3) times after the first Improvement Plan is completed, they will be suspended for (3) 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.

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 submit your leave request through Active Resources.*

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-(12-Month staff only)?

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.

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 School Business Day?

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

How do I request an E Day?

Submit a request for travel approval to the district travel coordinator 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 given to you in your travel pack from the district travel coordinator.

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. Principal's approval and any other documentation relevant to the trip.

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 through travel tracker.

When may I submit a field trip request?

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

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 8 days per year.

How many personal days do I get?

Employees earn two days per year. Employees may carry forward up to 5 personal days.

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, 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 next?

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 to approval by the superintendent.

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 500 North Sharpe 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. 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.

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.

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 all employees. Payrolls will be based on the time worked through the predetermined cut-off 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.

Will I get to see my time report?

Yes. On the first day of each week your time report will be made available for your review and sign. You should sign your time report and return it to your principal or supervisor to be returned to the Business Office.

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

Report any discrepancies to your principal or supervisor 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 payroll. Your signature must be on your time report.

TIME CLOCKS, WORK SCHEDULES, AND HOURS

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

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.

May I leave campus for lunch?

No. All elementary, middle school, and high school employees, are paid for their lunch time and are considered to be on duty and available during the scheduled work day.

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 are you?

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.

May I work more than eight hours a day?

No. A written request for additional work hours must be submitted by your supervisor and approval by the superintendent 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.

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?

Sunday.

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.

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?

Five minute.

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 travel coordinator prior to the trip.

How will I know that my trip has been approved?

A purchase order signed by the superintendent will be given to you in your travel pack from the district travel coordinator.

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

Call the district travel coordinator 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. Principal's approval and any other documentation relevant to the trip.

How will I receive reimbursement for my travel expenses?

Submit the required expense voucher documentation for reimbursement of travel expenses to the district travel coordinator 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.

Cleveland School District

Employee Handbook Acknowledgement Form 2024-2025 School Year

I, _____ (print name) hereby certify that I have received and thoroughly reviewed a physical or online copy of the District's Employee Handbook (<http://www.cleveland.k12.ms.us>) and School Board Policies - Section G (<https://cleveland.msbapolicy.org/>), and I understand the requirements and expectations outlined in the handbook and school board policies.

School: _____

Employee signature: _____

Employee position: _____

Date: _____

Please complete this form and return it to your immediate supervisor within 3 days of receiving or viewing the district's employee handbook.