



# Employee Guidebook



**Gearl Loden, Ph.D., Superintendent**

**February 2016**

Dear Tupelo Public School District Employee:

As an employee with one of the top school districts in the state of Mississippi, you are one of more than 1,200 employees whose combined talents provide a quality education for every child in this district. As employees of Tupelo Public School District, we will strive for excellence by taking pride in a job well done.

The contents of this guidebook were designed to provide you with helpful information regarding district policies and procedures that you will need during your career with our district. Being informed of our benefits, expectations, and procedures will help you better understand the district's operations and will enable you to handle the demands of your position so that we may help all children in getting a quality education.

Please know that my door is always open if you need any assistance. Thank you for what you do for our children.

Sincerely,

Gearl Loden, Ph.D.  
Superintendent

## CORE OF CONTENTS

<b>STATEMENT OF PURPOSE</b>	<b>1</b>
<b>NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT</b>	<b>1</b>
<b>MISSION GOALS/INDICATORS</b>	<b>2</b>
<b>EMPLOYEE BENEFITS</b>	<b>3</b>
<b>Benefits Continuation (COBRA)</b>	<b>4</b>
<b>Cafeteria Plan</b>	<b>4</b>
<b>Credit Union</b>	<b>4</b>
<b>Direct Deposit and Salary</b>	<b>4</b>
<b>Educational and Sabbatical Leave</b>	<b>5</b>
<b>Family Medical Leave</b>	<b>6</b>
<b>Holidays</b>	<b>7</b>
<b>Insurance – Dental and Health</b>	<b>7</b>
<b>Legal Leave</b>	<b>8</b>
<b>Military Duty</b>	<b>8</b>
<b>Personal Leave</b>	<b>8</b>
<b>Sick Leave Benefits</b>	<b>9</b>
<b>Tuition of Staff Members’ Dependents</b>	<b>10</b>
<b>Vacation Benefits</b>	<b>10</b>
<b>Workers’ Compensation Insurance</b>	<b>10</b>
<b>PROFESSIONAL DEVELOPMENT</b>	<b>11</b>
<b>License Renewal</b>	<b>11</b>
<b>Staff Development</b>	<b>11</b>
<b>EMPLOYEE EXPECTATIONS</b>	<b>12</b>
<b>Chain of Command</b>	<b>12</b>
<b>Communication Devices</b>	<b>12</b>
<b>Confidentiality Statement</b>	<b>12</b>
<b>Conflict of Interest</b>	<b>12</b>
<b>Drug and Alcohol Use</b>	<b>13</b>
<b>Drug-Free Workplace</b>	<b>13</b>
<b>Drug Testing</b>	<b>13</b>
<b>Employee Attire Guidelines</b>	<b>14</b>
<b>Employee Conduct and Work Rules</b>	<b>14</b>
<b>Employee Legal Name Requirement</b>	<b>15</b>
<b>Employment Applications</b>	<b>15</b>
<b>Grievance Procedure</b>	<b>15</b>
<b>Overtime</b>	<b>16</b>
<b>Political Involvement Statement</b>	<b>17</b>
<b>Public Information Statement</b>	<b>17</b>

<b>Return of Property</b>	<b>18</b>
<b>Safety</b>	<b>18</b>
<b>Sexual Harassment and Other Harassments</b>	<b>19</b>
<b>Staff Protection Statement</b>	<b>20</b>
<b>Tobacco Use</b>	<b>20</b>
<b>Universal Precautions Statement</b>	<b>21</b>
<b>Visitation at School District Facilities</b>	<b>21</b>
<b>DISTRICT RESOURCES, SERVICES, AND PROCEDURES</b>	<b>23</b>
<b>Computer and E-Mail Usage</b>	<b>23</b>
<b>Conservation of Energy</b>	<b>23</b>
<b>Internet Usage</b>	<b>23</b>
<b>Performance Evaluation</b>	<b>24</b>
<b>Purchasing</b>	<b>25</b>
<b>Resignation</b>	<b>26</b>
<b>Use of Equipment and Vehicles</b>	<b>26</b>
<b>EMPLOYEE QUESTIONS AND ANSWERS</b>	<b>27</b>
<b>FACILITIES' ADDRESSES AND PHONE NUMBERS</b>	<b>28</b>
<b>STATEMENT OF PURPOSE RECEIPT AND ACKNOWLEDGMENT</b>	<b>35</b>

## **STATEMENT OF PURPOSE**

The booklet was prepared to acquaint employees with various benefit descriptions, services, and guidelines associated with the Tupelo Public School District. It should answer the questions most frequently asked by employees and serve as a reference guide for you. However, it is not intended to substitute for or supercede SECTION G: PERSONNEL of the Tupelo Public School District Policy Manual. More precise definitions and specific Human Resources' policies may be found in the Human Resources Office at the District Administrative Office. Additionally, these resources may be found on our web site at [www.tupeloschools.com](http://www.tupeloschools.com). In this regard, all policies and procedures summarized in this booklet, or any other policy, procedure, practice, rule and benefit relative to employment with the Tupelo Public School District are subject to unilateral change at the sole option and discretion of the Tupelo Public School District Board of Trustees.

Policies, procedures, and other information described in this booklet are not intended to be construed to constitute contractual obligations of any kind or a contract for employment between the Tupelo Public School District and any of its employees. Additionally, statements made by other Tupelo Public School District employees that are contrary to any Tupelo Public School District policy, or state or federal rule, regulation, law, or statute, are not binding and give the employee no rights or expectations.

## **NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT**

The Tupelo Public School District values a work force that reflects the citizens of the community. This district is committed to promoting and affirming informal and formal practices to support the recruitment, retention and empowerment of a professional work force that embraces the diversity among students and staff. Diversity encompasses differences in age, race, ethnicity, gender, national origin, disability or handicap, religion, socioeconomic background, age or other characteristics protected by law.

Harassment or discriminatory behavior that denies individual rights or access to equal educational opportunities includes comments, name calling, physical conduct or other expressive behavior directed toward an individual or group that intentionally demeans the sex, race, color, national origin, religion, creed, martial status, disability, or handicapping condition of the individual or individuals or creates an intimidating or demeaning environment for education.

Employees of the district shall immediately report to their supervisor or the superintendent any suspected harassment or discriminatory behavior by an employee or student. The district will not do business with individuals or organizations that practice any type of discrimination. Additionally, information is located in TPSD Policy GBAA.

## COMMITMENTS TO EXCELLENCE

**MISSION /  
GOALS:**



## MISSION

The Tupelo Public School District serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

- 
1. Increase student achievement across the District
  2. Provide a safe, secure and orderly environment in all schools
  3. Attract and retain all stakeholders
  4. Maintain sound financial stability

**INDICATORS:** Goal 1: Increase student achievement across the District  
Measurable Indicators

- a. The District's state ranking of 16th will rise.
- b. The District will be rated "B" or above.
- c. The 4-year graduation rate for the 2015-16 cohort will be 80% or higher.
- d. The student average daily attendance, as defined by the state, will be 95% or higher.
- e. Overall ACT scores will be above state's average.
- f. The number of seniors scoring 30 and above and the number of seniors scoring 24 and above on the ACT will increase.
- g. The percentage of students scoring proficient and advanced on state tests will increase.
- h. The number of students enrolled in Advanced Placement courses and the percentage scoring 3+ will increase.
- i. The number of students enrolled in Dual Enrollment classes will increase.
- j. Tupelo High School will have National Merit finalists, semi-finalists, recipients of commendation, and National Achievement Scholars.

Goal 2: Provide a safe, secure and orderly environment in all schools  
Measurable Indicators

- a. A safety and security assessment score of "passing" will be maintained.
- b. The District's crisis plan will be approved annually by the state.
- c. Discipline referrals will be reported to the Board on a periodic basis.
- d. Discipline practices will reflect that teachers and faculty are supported.
- e. The District will continue to track Workers' Compensation claims and incidences.

Goal 3: Attract and retain all stakeholders

Measurable Indicators

- a. Average daily attendance among teachers will be 95% or above.
- b. Initiatives to improve the overall health of the workforce will continue to be offered.
- c. Surveys will be conducted among all stakeholders (students, teachers and parents) on a regular basis to gauge satisfaction and areas of improvement
- d. The percentage of new or veteran minority teachers recruited will be increased.
- e. Annual recruitment visits to Historically Black Colleges will be completed.
- f. The New Teacher mentoring program and the Assistant Principals' mentoring program will remain active throughout the school year.
- g. Recruitment of prospective students will be tracked and periodically reported to the Board.

Goal 4: Maintain sound financial stability

Measurable Indicators

- a. A reserve of 15% of the state and local budgets will remain in the District's fund balance as of June 30, 2016. (Includes construction reserves)
- b. Student enrollment, withdrawals, and average daily attendance will be monitored and reported regularly.
- c. The superintendent and assistant superintendents will conduct and pass required state and federal audits.

## **EMPLOYEE BENEFITS**

The Tupelo Public School District Board of Trustees is dedicated to providing the children of this community with a world-class education. In attempting to do so, the Board recognizes that highly qualified personnel are essential. For this reason, the Board aspires to establish an environment that will attract and retain the highest quality personnel.

Eligible employees of the Tupelo Public School District are provided a wide range of benefits. A number of the programs such as Social Security, Workers' Compensation, state disability, and unemployment insurance cover all eligible employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your principal, supervisor, or the Benefits Specialist in Human Resources can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee booklet.

The following benefit programs are available to eligible employees:

- Cafeteria Plan (Section 125 Flexible Benefit Plan)
- Public Employees' Retirement System
- Credit Union
- Direct Deposit
- Holidays
- Insurance – Dental, Vision, Medical, and Other
- Legal Leave
- Family & Medical Leave
- Military Leave
- Personal Leave
- Educational and Sabbatical Leave
- Sick Leave Benefits
- Tuition for Dependents of Employees
- Vacation Benefits

Some benefit programs require contributions from employees, but others are fully paid by the district. The benefit package for full-time employees represents an additional cost to the Tupelo Public School District of approximately twenty-seven percent of wages.

## **BENEFITS CONTINUATION (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Tupelo Public School District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Tupelo Public School District's group rates plus an administration fee. The Tupelo Public School District provides each eligible employee with a written notice describing rights granted under COBRA when an employee becomes eligible for coverage under the Tupelo Public School District's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **CAFETERIA PLAN**

Since the Tupelo Public School District participates in the Section 125 Flexible Benefit Plan, health insurance premiums paid through payroll deduction are exempt from federal and state income taxes if you participate.

## **CREDIT UNION**

The Tupelo Public School District's employees may enjoy membership in BrightView Credit Union. To join, an employee may call 662-844-9531 to receive additional instruction. Or an employee may visit the local branch at 924 Harmony Lane in Tupelo. Additional information about the credit union may be found on-line at [www.brightview.com](http://www.brightview.com).

---

## **DIRECT DEPOSIT AND SALARY**

Employees have their monthly payroll checks deposited directly into their accounts at any banking institution. The check stub will be delivered to the employee's work site. Information and deposit forms can be obtained from the Human Resources Office at the District Administrative Office.

Salaries for licensed and classified employees are payable in twelve (12) monthly installments which are issued on the last working day of each calendar month.

In an attempt to satisfy the district's need for highly talented and devoted staff, the Tupelo Public School District is committed to maintaining highly competitive benefits and policies.

Compulsory deductions are:

- Withholding Tax – Federal
- Withholding Tax – State
- Social Security (FICA)
- State Retirement (full-time employees only)

Optional deductions are:

- State & School Employees Health Insurance Plan
- Group Dental Insurance Plan/Vision Plan/Legal Shield
- Cancer/Intensive Care/Life Insurance Plan/Disability/Accident/Medical GAP & Flex Savings
- Tax Sheltered Annuity Plan
- United Way

Before any optional deductions can be withheld, a written statement from the employee authorizing the deduction is required.

---

## **EDUCATIONAL AND SABBATICAL LEAVE**

The Tupelo Public School District provides educational leaves of absence without pay to certain eligible employees who wish to take time off from work duties to pursue educational goals or for a job-related purpose. Employees in the following employment classification are eligible to request educational leave as described in this policy:

- Full-Time Employees

Eligible employees who have completed two full continuous years of service may request educational leave. The employee must submit requests explaining the reason for educational or sabbatical leave in writing. The requests are not automatically approved. Requests must be reviewed and approved by the Board of Trustees. The requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. If an employee needs additional time to complete educational requirements or other reasons related to the sabbatical leave, a written request must be given to the Board of Trustees for consideration of an extension.

Subject to the terms, conditions, and limitations of the applicable plans, the Tupelo Public School District will provide health insurance benefits until the end of the first full month of the approved educational leave. At that time, the employee will become responsible for the full costs

of these benefits if he/she wishes coverage to continue. When the employee returns from educational leave, the district, according to the applicable plans, will again provide benefits. Benefits accruals, such as vacation and sick leave will be suspended during the leave and will resume upon return to active employment.

**FAMILY MEDICAL LEAVE**

See TPSD Policies: GCCA, GCCAC-R, GDCB-R, and GCCAC/GDCB

The Tupelo Public School District provides family and medical leaves of absence to eligible employees who qualify to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition; or because of the employee's own serious health conditions such as illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider; or due to qualifying for military exigency leave.

Eligible employees should make requests for family and medical leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family medical leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum twelve (12) weeks of family leave within any twelve (12) month rolling period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family medical leave. Married employee couples may be restricted to a combined total of twelve (12) weeks leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Tupelo Public School District will continue to provide health insurance benefits for the full period of the approved family medical leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

In order to properly schedule an employee's return to work, the employee on family medical leave is requested to provide the district with at least two weeks advance notice of the date the employee intends to return to work. When a family medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed return date, the Tupelo Public School District will assume that the employee has resigned. Furthermore, if an employee fails to return to work following family medical leave for a reason other than the continuation, recurrence, or onset of a serious health condition covered under the Family Medical Leave Act (FMLA), employees may be required to reimburse Tupelo Public School District for health premiums paid on the behalf of the employee.

## **HOLIDAYS**

- The Tupelo Public School District will observe the holidays listed below:
- Labor Day
- Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Good Friday

Licensed employees who are working under contracts for a specified number of days are paid for those days worked without counting holidays. Employees working under twelve-month contracts will receive holiday pay in the same manner as other full-time classified employees.

The Tupelo Public School District will grant paid holiday time off to all eligible classified employees immediately upon assignment to an eligible employment classification.

---

## **INSURANCE – DENTAL, VISION, AND HEALTH**

The district participates in the state health insurance plan for school employees. Health insurance is provided for all full-time employees of the district. A full-time employee is defined as one who works 20 hours per week or more.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Tupelo Public School District and the insurance carrier. Several plans of the Blue Cross/Blue Shield health insurance are available. Information on each plan can be obtained from the Benefits and Compensations Specialist in the Human Resources Office.

Dental and vision insurance are available for employees. The monthly premiums will be deducted from the employee's salary. Information and applications can be obtained from the Benefits and Compensations Specialist in the Human Resources Office.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). A Summary Plan Description and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Office for more information about health insurance benefits.

## **LEGAL LEAVE**

When an employee is subpoenaed to testify in a court case in which the employee is not a party, or is summoned to serve on a jury, the employee will be granted leave upon the verification of the summons or subpoena by the immediate supervisor. During such absence, the employee will be entitled to receive a regular rate of pay and fringe benefits normally received. Legal leave will not be granted in cases in which the employee is in litigation against the district.

## **MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees will continue to receive full pay while on leave for training assignments (up to 15 days) and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation and sick leave will continue to accrue during a military leave of absence.

Employees on military leave for up to thirty (30) days are required to return to work as soon as is reasonably possible after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of the military service in accordance with USERRA. The employee will be treated as though he/she had continuously been employed for purposes of determining benefits based on length of service.

Contact the Human Resources Office for information or if you have questions about military leave.

---

## **PERSONAL LEAVE**

The Tupelo Public School District provides leaves of absence with pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. As soon as an eligible employee becomes aware of the need for a personal leave of absence, he or she should request a leave from his or her supervisor.

**Licensed employees (who work less than twelve months per year):** Licensed employees who are not on twelve months contracts may take personal days for a period of up to two (2) calendar days every year. These days will be created at the first of the school year. These employees may

use three (3) additional days for personal leave with only the substitute's rate of pay deducted from their salary.

Personal days may not be taken on the first or last day of each school year nor on the day prior to or the day after a holiday. Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence and must be approved in advance by the employee's supervisor except in a bona fide emergency. Subject to the terms, conditions, and limitations of the applicable plans, the Tupelo Public School District will continue to provide health insurance benefits for the full period of the approved personal leave. Sick leave will continue to accrue during the approved personal leave period.

### **SICK LEAVE BENEFITS**

The Tupelo Public School District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an eligible family member.

Each eligible full-time employee will be credited with ten (10) days sick leave at the beginning of each school year (please note the exception of hourly personnel employed in the area of food service). A sick leave day will be based on the number of hours the employee is normally scheduled to work. Sick leave for employment of less than a full year will be earned at the rate of one day per month of employment for each complete month worked with a maximum of ten days per year. Should an employee terminate employment prior to actually earning the days advanced, a payroll adjustment shall be made to recover the full cost of excess leave days previously used. Hourly school food service employees with at least one full year of continuous employment with Tupelo Public School District will receive seven (7) days sick leave at the beginning of the school year. Employees with less than one year of employment will receive 1.5 days per month for sick leave, not to exceed seven days.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. The supervisor should also be contacted on each additional day of absence. Should an employee's absence extend for four (4) or more consecutive workdays, the employee must submit on or before the fifth day, a statement from a licensed physician or dentist concerning the illness. The original letter from the doctor must be filed with the TPSD Office of Human Resources. If the need for absence is foreseeable, an employee must provide notice to the Office of Human Resources within three working days of learning of the need of the leave, except in extraordinary circumstances. The district reserves the right for the supervisor to request a doctor's statement of verification of illness regardless of the length of absence including one day.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Any unused portion of annual sick leave will be carried over to the next year and credited to the employee. Unused sick leave benefits will be allowed to accumulate indefinitely. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

## **TUITION OF STAFF MEMBERS' DEPENDENTS**

District employees will not be required to pay tuition for their dependent children to attend the Tupelo Public School District. However, tuition forms are to be completed and will be kept on file at the District Administrative Office even though payment is not necessary. Procedures for transferring into the district must be followed.

## **VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Eligible full-time and part-time employees who work twelve months are given ten (10) days of vacation leave per year and may accumulate up to thirty (30) days. A vacation day will be based upon the number of hours the employee is normally scheduled to work. Any days beyond the thirty (30) will be converted to sick leave on July the first of each year.

## **WORKERS' COMPENSATION INSURANCE**

The Tupelo Public School District provides Workers' Compensation Insurance at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee should notify his/her immediate supervisor whenever an injury is incurred whether or not medical attention is needed. A workers' compensation form should be filled out within twenty-four (24) hours of the incident. It is important to report all injuries immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The immediate supervisor will notify the Human Resources Office, make the necessary arrangements for medical attention, and see that all claim forms are properly completed.

## PROFESSIONAL DEVELOPMENT

### LICENSE RENEWAL

As of July 1, 1997, all certified employees became known as licensed employees and renewal of educator licenses will be based on the individual license holder meeting specific requirements established by the Mississippi Department of Education. Participation in the district's approved "professional development" plan **WILL NOT** renew an individual's educator license.

License renewal is a personal responsibility. The basic requirements for renewal of standard teacher licenses are listed below. Administrator license renewal requires participation in the Mississippi Department of Education SEMI modules in addition to the stated basic requirements.

Within each five-year cycle, an individual holding a valid, standard educator license must complete the following items to renew his/her license.

#### **Bachelor's degree or equivalent:**

- Ten (10) continuing education units (CEUs) in content area or job/skill related area **OR**
- Three (3) semester hours in content or job/skill\* related, **AND**
- Five (5) continuing education units (CEUs) in content or job/skill related area, **OR**
- Six (6) semester hours in content area or job/skill related area, **OR**
- Completion of National Board.

#### **Master degree or equivalent:**

- Three (3) semester hour college course in content or job/skill\* related area **OR**
- Five (5) continuing education units (CEUs) in content or job/skill related area **OR**
- Completion of National Board.

\*Content area refers to the area of certification (e.g., mathematics, science, special education, etc.). Job/skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.).

## PROFESSIONAL DEVELOPMENT

In accordance with the Tupelo Public School District's commitment to professional excellence, it is the responsibility of the district to provide adequate staff development for all employees on an as needed basis.

## **EMPLOYEE EXPECTATIONS**

### **CHAIN OF COMMAND**

All personnel will be responsible to the Tupelo Public School district Board of Trustees through the superintendent. All personnel will refer matters requiring administrative action to their immediate supervisor who will refer such matters to the next higher authority when necessary. All personnel will have the right to appeal any decision made by a supervisor through the approved grievance procedures. Within the framework of the Tupelo Public School District's policy, other school officials will assist the supervisor in charge. All supervisors have the responsibility for communication with those employees under their supervision. Employees will follow the chain of command for any requests, recommendations, or concerns.

### **COMMUNICATION DEVICES**

All communication instruments (pagers, cell phones, beepers) are to be disengaged by any employee while involved in the instruction and/or supervision of students. Using devices that are not furnished by the Tupelo Public District are prohibited.

### **CONFIDENTIALITY STATEMENT**

In order to facilitate the growth of each student associated with the Tupelo Public School District, it is necessary to safeguard the trust that we are given. Therefore, it is essential to the district mission to regard all information that is heard or seen in the course of job performance as confidential information. Only designated personnel within the limits of established Tupelo Public School District policy may release information that must be made available to proper authorities. When in doubt about disclosing information immediately refer all inquiries to your immediate supervisor.

Confidential information is defined as information regarding students, fellow employees, and all internal relationships. This includes information electronically transmitted or any data on computer disks, electronic mail or the like. Failure to maintain confidentiality is subject to disciplinary action up to and including dismissal from employment.

### **CONFLICT OF INTEREST** see TPSD Policy GBEA

An employee of the Tupelo Public School District shall not engage in selling goods or services to the Board of Trustees and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. No staff member shall engage in any type of private business during school time or on school property.

Employees shall not engage in work of any type where the source of information concerning customer, client, or employer originates from any information obtained through the school system. No gifts from any person or group desiring or doing business with the school system

shall be accepted by a school employee except for normally valued instructional products or advertising items that are widely distributed.

**DRUG AND ALCOHOL USE** see TPSD Policy GBEC

The Tupelo Public School District's desire to provide a drug free, healthful and safe workplace for all employees and a learning environment for all students. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on district premises and while conducting business-related activities off district premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation of treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Office without fear of reprisal.

**DRUG-FREE WORKPLACE** see TPSD Policy GBEC

District employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law from the prescription of a physician, in workplaces of this school district are prohibited. School officials will cooperate fully with law enforcement in prosecution of drug violations occurring in the workplace. Violators will be subject to suspension or dismissal. Suspension or dismissal may result in the suspension or revocation of the license of a licensed employee. (§37-3-2)

**DRUG TESTING** see TPSD Policy GBEC

The Tupelo Public School District is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants (after a conditional offer of employment has been made) and employees may be asked to provide body substance sample (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the employee drug testing policy will be provided to all employees and will be available on request from the District Administrative Office during normal business hours. Employees will be asked to sign an acknowledgement form indicating they have received a copy

of the drug testing policy. Employees are encouraged to read and review the full text of the policy. Questions concerning this policy or its administration should be directed to the Human Resources Director.

## **EMPLOYEE ATTIRE GUIDELINES**

In the interest of establishing a professional image for employees, promoting good grooming among students, ensuring an environment conducive to learning and maintaining decorum in the classroom, the following guidelines shall apply to the manner of dress and grooming for all district personnel.

1. Clothing shall fit appropriately and all undergarments shall be concealed. Sheer or fishnet fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs are prohibited. In addition, tight or form-fitting clothing, such as leggings, tights and spandex slacks, are considered unprofessional and therefore, are also prohibited.
2. Hair shall be clean and neatly groomed. Faddish hairstyles and colors are prohibited (for example, unnatural hair color, spiked hair, ponytails or long hair on men, etc.). Hair color choice may be any color that is a natural color. For example, an employee may color his/her hair blond, brunette, black, red, gray or any natural variation thereof.
3. Dresses and skirts should be knee length or longer.
4. Shoes and/or sandals shall be worn, and shoes designed to be laced will be laced. Shoes with cleats, house shoes and flip-flops are inappropriate, as are jogging, running and walking shoes except in the athletic or physical education setting.
5. The wearing of jewelry items is only permissible to the extent that it is worn in a manner that is not likely to distract students or disrupt the educational process. For example, visible body piercing including the wearing of nose rings, eyebrow rings, rings in the tongue or lips is prohibited.
6. Tattoos must not be visible.
7. Other examples of clothing that are considered unprofessional and therefore prohibited are: any jeans or slacks made from denim fabrics, overalls of any fabric, uncovered sleeveless T-shirts and athletic wear such as wind suits, and sweat pants except in the athletic or physical education setting.

If an individual thinks that casual clothing, such as sportswear, would be appropriate for a special activity or teaching assignment or would enable him or her to carry out assigned duties more effectively, such requests may be brought to the attention of the direct supervisor. An attempt should be made on all levels to insure that the above principles are applied equitably and consistently throughout the district. Reference TPSD Policy GBEB & GBEB-R.

## **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, the Tupelo Public School District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Reference TPSD Policy GBEB.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions for rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Negligence towards or endangerment of students
- Negligent or intentional damage to school property or equipment
- Violation of law or school policy
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating school-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking is prohibited in all areas including Tupelo Public School District vehicles
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Failure to maintain classroom discipline or an appropriate education environment
- Violation of personnel policies
- Unsatisfactory performance or conduct

Licensed employees are subject to the provisions of the School Employment Procedures Law and further can be suspended or terminated for specific, statutorily enumerated infractions and other good causes. For classified employees, employment with the Tupelo Public School District is at the mutual consent of the district and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **EMPLOYEE LEGAL NAME REQUIREMENT**

All documents of the Tupelo Public School District will reflect an employee's legal name that is identified by the first, middle initial, and last name. All name changes must be provided and verified with supporting documents to the Human Resources Office.

### **EMPLOYMENT APPLICATIONS**

The Tupelo Public School District relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, and / or material omissions in

any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

---

**GRIEVANCE PROCEDURE**

see TPSD Policy GBK

Every employee will be treated with dignity and fairness, and it is the belief of the Tupelo Public School District Board of Trustees that most conflicts and misunderstandings can be mediated with open communication, discussion, and compromise. However, when a resolution cannot be reached, then the staff member may proceed to affect a resolution in accordance with the following procedures:

1. If an employee has a concern, complaint, or grievance relating to employment, the issue will first be brought to the attention of the principal or immediate supervisor of the employee. An effort will be made to resolve the matter in an informal conference. Following an informal conference, the principal or supervisor will prepare a written memorandum of any conclusions reached with the employee. A copy of the memorandum will be provided to the employee.
2. In the event that the matter is not resolved informally, the employee may file a written appeal with the superintendent containing a concise statement regarding the concerns, complaints, or grievances of the employee as well as the resolution sought. The written appeal shall include a copy of the Board policy that has allegedly been violated or misapplied and specifically how the violation or misapplication of policy has been manifested. A copy of the memorandum of the principal or supervisor will be attached to the written appeal.
3. The superintendent, or designee, will investigate the written allegations of the employee and make a decision after having given the employee and any other individual directly involved in the matter an opportunity to be heard and present information.
4. The superintendent, or designee, will review all information provided and provide a written copy of any decision reached to the employee and principal or supervisor.
5. Any party affected by the decision of the superintendent, or designee, may appeal to the Board by giving written notice to the President of the Board within ten (10) days of the receipt of the decision of the superintendent, or designee. The Board may consider the appeal at a regular or special meeting, refer the appeal to a Board committee composed of not less than two members of the Board, or refer the matter to a third party for investigation and development of a recommended resolution. Based upon information considered, the Board will make final decision and advise, in writing to all parties involved.

All parties will hold grievance proceedings in strict confidence at all levels involved. All documents, communications, and records will be filed separately from personnel files and destroyed three years following the last official entry.

**OVERTIME** see TPSD Policy GDLA

**Licensed Employees:** The Tupelo Public School District recognizes that all licensed professional employees work beyond regular school hours on a routine basis. Professional employees are exempt and are not eligible for overtime, but the district acknowledges and appreciates the hard work of its professional educators.

**Classified employees:** The Tupelo Public School District encourages the completion of assigned tasks during the regular workday. However, should emergency work beyond regular hours be necessary, the designee of the superintendent must approve any and all overtime.

Eligible employees will receive additional compensation for time in excess of forty hours per week. The workweek shall be defined as 12:01 a.m. Sunday through midnight the following Saturday. Employees eligible to receive additional monetary compensation for work in excess of forty hours per week include food service, bus drivers, teacher assistants, custodial and all maintenance personnel excluding supervisory and administrative staff. Compensation of work performed in excess of forty hours in a workweek will be paid at the rate of one and one-half times. Eligible classified personnel employed in two or more positions in the district will be compensated for overtime work based upon a calculated average of applicable salaries.

Each supervisor shall maintain accurate records of all hours worked by each employee supervised.

**POLITICAL INVOLVEMENT STATEMENT** see TPSD Policy GBI

The Board of Trustees of Tupelo Public School District recognizes and encourages the rights of its employees, as citizens, to engage in political activity, with the following restrictions:

1. No employee shall solicit support for any political candidate, partisan or non-partisan, during regular work hours or on school property.
2. No employee shall solicit support of any issue on any referendum matter during regular work hours or on school property.

**PUBLIC INFORMATION STATEMENT**

The Public Information Office is responsible for providing accurate and timely information to all educational staff, students, and citizens of the community regarding efforts by the district to provide each student with the best possible education and preparation. The Public Information Office produces up-to-date media tools that effectively communicate with parents, business leaders, educators, and the community.

At the beginning of each school year every student in the Tupelo Public School District is given a media permission form for parents to sign to give permission or deny permission for their child

to participate in public relation activities. These forms also provide permission for the media to interview, photograph, or videotape students.

Educators should inform the Public Information Office of all innovative, exciting, and interesting stories that are happening in the classroom or school wide. The Public Information Office is the support for all staff in informing the media and the community of events, activities, and stories.

## **RETURN OF PROPERTY**

Employees are responsible for items issued to them by the Tupelo Public School District or in their possession or control, such as the following:

- Books and educational materials
- Official grade books and student work needed for grades
- Equipment
- Identification or security badges
- Keys
- Manual
- Protective equipment
- Tools
- Uniforms
- Vehicles
- Written materials

The employees must return all Tupelo Public School District property on or before the last day of work. Failure to return promptly any property in the employee's possession will result in action to recover the property by legal means.

## **SAFETY** reference TPSD Policies GBGB/GBGD/GBGB-R/ADD

To assist in providing a safe and healthful work environment for employees, students, and visitors, the Tupelo Public School District has established a workplace safety program. This program is a top priority for the district. The Department of Operations (or the building administrator or supervisor) has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Tupelo Public School District provides information to employees about workplace safety and health issues through regular internal communication channels such as staff or faculty meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to bring them to the attention of the Department of Operations (or the building administrator or supervisor.)

Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resource Department or your building administrator or supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits' procedures.

---

## **SEXUAL HARASSMENT AND OTHER HARASSMENTS**

The Tupelo Public School District is committed to providing a work and school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. The Tupelo Public School District provides ongoing sexual harassment training to ensure employees have the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- 2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- 3) The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment can occur between employees, between students or between an employee and a student. It is each employer's responsibility to recognize and report any type of sexual harassment.

If you experience or witness sexual or other unlawful harassment in the work place, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be uncomfortable or inappropriate to contact that person, you should immediately contact the Director of Human Resources or any administrator in the District Administrative Office. It is important for you to report the harassment. You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or employee who becomes aware of the possible sexual or other harassment must immediately advise the Title IX Coordinator, the Human Resources Office, or any administrator in the District Administrative Office so that it can be investigated in a timely and confidential manner. Anyone who is determined to have engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including a termination.

It is a separate and distinct violation of the Sexual Discrimination and Harassment policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation and enforcement procedures as for harassment. See TPSD Policies GBAA & JBAA.

### **STAFF PROTECTION STATEMENT**

No parent, guardian or other person shall insult or abuse an employee while school is in session or in the presence of students, under penalty of law §37-11-21. The Board of Trustees of the Tupelo Public School District recognizes that from time to time it may be necessary to refer legal charges against students or non-students in violations that occur at school or at school related activities. Any intimidation or threat toward an employee or student by any student or outside interest will not be tolerated. Such offenses will be dealt with immediately in the most severe manner.

## **TOBACCO USE PROHIBITED**

Recognizing that the health of employees and students is a concern, the Board of Trustees has declared the school environment to be tobacco free. It is the policy of the Board that the use of tobacco and tobacco products, including smokeless tobacco, is therefore prohibited on the property of the school district. It is further the policy of the Board that the use of tobacco and tobacco products, including smokeless tobacco, is prohibited in all vehicles owned, leased or operated by the district.

District employees and students will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district.

In addition to student and employees, the policy is applicable to spectators at contests or activities and to all other persons who are authorized to be in the facilities of the district. "No smoking" signs will be prominently displayed in areas regularly used by the general public.

The district will provide educational programs to inform students of the negative impact on health associated with the use of tobacco products.

## **UNIVERSAL PRECAUTIONS STATEMENT**

Universal precautions are work practices that help prevent contact with blood and certain other body fluids. Universal precautions are a person's best protection against AIDS, hepatitis B and other infectious diseases. To help prevent the spread of diseases communicated by body secretions, the following is recommended:

- Wear disposable plastic or rubber gloves when in contact with body secretions and do not reuse disposable gloves.
- Wash hands after contact with children. Use disposable paper towels. Encourage children to wash their hands after bathroom use or if they have other body substances on their hands.
- To clean up body fluids, always use an approved disinfectant. Clean your work surface any time it is contaminated with blood or other body fluids, and when work is completed.
- Do not eat or drink in work areas where blood or other body fluids may be present. Do not handle contact lenses or apply lip balm/cosmetics in these areas.
- Most importantly, ask questions for understanding, and always follow safety procedures.

## **VISITATION AT SCHOOL DISTRICT FACILITIES**

The Tupelo Public School District welcomes parents and citizens to district facilities to observe students, teachers and other staff members, but to insure the safety of students and employees the following guidelines must be enforced:

- All visitors/guests will report to the site office when entering a building to receive authorization and identification badges. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.
- Staff members who wish to invite speakers/guests to their classroom will get prior approval from the principal.
- Parents or citizens who wish to observe a classroom will make advance arrangements with the teacher and principal of that school.
- District employees will follow the same procedures as other visitors to a campus and will wear visible identification badges at all times.
- Procedures at each work site should be followed.

To provide for the safety and security of students and employees and the facilities in the Tupelo Public School District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on the Tupelo Public School District's premises, employees should immediately notify their supervisor, or if necessary, direct the individual to the administrative offices of each school facility.

## **DISTRICT RESOURCES, SERVICES AND PROCEDURES**

### **COMPUTER AND E-MAIL USAGE**

Computers, computer files, the e-mail system, and software furnished to employees are the property of the Tupelo Public School District and are intended for school business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Tupelo Public School District strives to maintain a workplace free of harassment and to be sensitive to the diversity of its employees. Therefore, the district prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school business matters.

The Tupelo Public School District purchases and licenses the use of computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Tupelo Public School District prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the school district computer systems' coordinator, or any school administrator upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. Ensure you review TPSD Policy IJND-E on line at [www.tupeloschools.com](http://www.tupeloschools.com) .

### **CONSERVATION OF ENERGY**

All employees will be responsible for making every effort to conserve energy and natural resources. The district will maintain accurate records of energy consumption and energy costs and will provide local media with the goals and progress of the energy conservation. The district has short and long-range strategies in the areas of facilities management and curriculum development dealing with awareness and conservation. For the program to be successful, each employee must be aware of his/her role as an energy saver.

## **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by the Tupelo Public School District to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for school research and job related activities.

All Internet data that is composed, transmitted, or received, via our computer communications system is considered to be part of the official records of the Tupelo Public School District, and as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Tupelo Public School District. As such, the district reserves the right to monitor Internet traffic, and retrieve and ready any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Tupelo Public School District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting confidential student or personnel information
- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization

- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Engaging in any other illegal activities

## **PERFORMANCE EVALUATION**

**Licensed Employees:** The Tupelo Public School District has developed an assessment instrument for licensed employees designed to review, analyze and improve the educational and/or administrative skills of each licensed employee. The assessments also are useful in making job assignments and may be used to contract renewal decisions. Job performance observations may be made on a daily or weekly basis, but the assessment provides a structured method of evaluation with the opportunity of each employee to review and respond. The assessment is conducted annually. Reference TPSD Policies GCO/GCO-R/GCOC.

**Classified Employees:** Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **PURCHASING**

The Board of Trustees of the Tupelo Public School District authorizes the superintendent or designee to purchase and supervise the purchasing of all supply items, repair parts, vendor performed services, and items of furniture and equipment, in accordance with state law and good purchasing practices.

The following steps must be followed when making a purchase involving district funds.

1. The employee fills out a requisition form with the following information:
  - Employee's name and school shipping address
  - Vendor's name and mailing address, phone and/or fax numbers
  - Item information including quantity, stock number, description of item, and price
2. The requisition form must be given to the employee's immediate supervisor for approval.
3. The approved requisition form is then given to the site secretary/bookkeeper who will prepare the purchase order and forward it to the business office for processing.
4. The typed purchase order must be signed by the site administrator and forwarded to the purchasing officer.
5. For purchases in excess of \$1,500.00, but less than \$10,000.00, the Business Office must secure three quotes.
6. For purchases of more than \$10,000.00, the Business Office must advertise for competitive sealed bids to purchase.

## **RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the Tupelo Public School District. Although advance notice is not required, the district requests at least two (2) weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## **USE OF EQUIPMENT AND VEHICLES**

The Board prohibits the use of alcohol and controlled substances by employees in safety-sensitive positions, including but not limited to bus drivers and other district employees of commercial motor vehicles who are subject to commercial driver's license requirements. Such employees are prohibited (1) from possessing alcohol and/or a controlled substance for a period beginning eight hours before going on duty and concluding when going off duty, and (3) from being under the influence of alcohol or drugs while on duty.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

## EMPLOYEE QUESTIONS AND ANSWERS

*Who do I call about health or dental vision insurance claims?*

The Benefits and Compensations' Specialist at the District Administrative Office – 840-8774

*Who do I call when there is a theft on school property?*

First notify your immediate supervisor and then to the Finance Director at 841-8896.

*Who do I call if I am injured on the job?*

Notify your immediate supervisor.

*Who do I call if a student is injured?*

First get medical attention for the student, notify your immediate supervisor, and call the parents.

*Who do I call if a student athlete is injured during practice or an athletic event?*

First get medical attention for the athlete; notify the head coach of that sport and then the Athletic Director at 841-8888.

*Who do I call if a student is injured on a field trip?*

First get medical attention for the student, notify your immediate supervisor, and the student's parents.

*Who do I call if I want a loan or make a payment to the credit union?*

Call 844-9531 to get the hours that the credit union is open for someone to assist you.

*Who do I contact if I am harassed at work?*

Notify your immediate supervisor or if that is not comfortable contact the Director of Human Resources at 841-8856.

*What happens if my personal automobile is damaged or broken into while parked on school property?*

First notify your immediate supervisor and then contact the security officer at your site or the District Director of Security at 841-8955. The police officer at your site or the District Director of Security will contact the Tupelo Police Department for an officer to investigate and file a report or damages.

*When can I enroll for health or dental insurance or any of the optional deductions?*

Once an employee is hired and Board approved he/she may enroll for any of the insurances. There is an "open enrollment" period each October when an employee can add or delete any insurance. The Benefits and Compensations' Specialist at 840-8774 can answer any additional questions about insurance.

*What if I have other concerns or questions?*

Call the TPSD Hot Line at 841-7771. You can leave a message, and your concerns will be addressed.

## PHONE NUMBERS

Central Office Receptionist	841-8850
Central Office Fax	841-8887
Central Office TPSD Hot Line	841-7771
Central Office TIPS Hot Line	841-7772
Superintendent	841-8859
Assistant Superintendent	690-5712
Assistant Superintendent	841-8869
Assistant Superintendent	840-8772
Accounts Payable	841-8851
Credit Union	844-9531
Early Childhood Education Center	840-5237
Federal Programs	841-8885
Human Resources	841-8856
Nurse	841-8893
Operations	TBD
Payroll	841-8854
Public Information	841-8857
Purchasing	841-8852
Reading Recovery	TBD
Special Education	841-8855
Special Projects	841-8878
Support Services	841-8858
Technology	840-6120
Transportation	841-8908
Warehouse/Central Supply	840-5250

**CARVER ELEMENTARY SCHOOL**

910 North Green Street

Tupelo, MS 38804

Secretary

841-8870

Fax

841-8877

**EARLY CHILDHOOD EDUCATION CENTER**

1402 North Green Street

Tupelo, MS 38804

Secretary

840-5237

Fax

842-2609

**FOOD SERVICE**

903 Fillmore Drive

Tupelo, MS 38801

Secretary

840-1857

Fax

840-1842

**HANCOCK LEADERSHIP CENTER**

1920 Briar Ridge Road

Tupelo, MS 38804

Secretary

840-1847

Fax

840-1851

**JOYNER ELEMENTARY SCHOOL**

1201 Joyner Avenue

Tupelo, MS 38804

Secretary

841-8900

Fax

841-8903

**LAWNDALE ELEMENTARY SCHOOL**

1563 Mitchell Road

Tupelo, MS 38801

Secretary

841-8890

Fax

840-1837

**LAWHON ELEMENTARY SCHOOL**

140 Lake Street

Tupelo, MS 38804

Secretary

841-8910

Fax

840-1856

**MCDUGAL CENTER**

650 Eason Boulevard  
Tupelo, MS 38801

Secretary  
Fax

844-1717  
680-6416

**MILAM INTERMEDIATE SCHOOL**

720 West Jefferson Street  
Tupelo, MS 38804

Secretary  
Fax

841-8920  
841-8929

**MAINTENANCE**

1211 Joyner Avenue  
Tupelo, MS 38804

Secretary  
Fax

841-8906  
841-8944

**PIERCE STREET ELEMENTARY SCHOOL**

1008 Pierce Street  
Tupelo, MS 38801

Secretary  
Fax

841-8940  
841-8959

**RANKIN ELEMENTARY SCHOOL**

1908 Forest Street  
Tupelo, MS 38801

Secretary  
Fax

841-8950  
840-1826

**SPECIAL EDUCATION SERVICES**

903 Fillmore Drive  
Tupelo, MS 38801

Secretary  
Fax

841-8855  
840-4666

**THOMAS STREET ELEMENTARY SCHOOL**

520 South Thomas Street  
Tupelo, MS 38801

Secretary  
Fax

841-8960  
841-8965

**TRANSPORATION**

3606 Jeff Homan Boulevard  
Tupelo, MS 38801

Secretary  
Fax

841-8908  
841-8615

**TUPELO HIGH SCHOOL**  
4125 Cliff Gookin Boulevard  
Tupelo, MS 38801

Secretary  
Fax

841-8970  
841-8987

**TUPELO HIGH SCHOOL CAREER CENTER**  
4125 Cliff Gookin Boulevard  
Tupelo, MS 38801

Secretary  
Fax

841-8990  
841-8977

**TUPELO MIDDLE SCHOOL**  
1009 Varsity Drive  
Tupelo, MS 38801

Secretary  
Fax

840-8780  
840-1831

**SDP**

903 Fillmore Drive  
Tupelo, MS 38801  
Secretary  
Fax

690-5004  
840-1836

---

TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

Sherry Davis  
Rob Hudson  
Eddie Prather  
Joe Babbs  
Kenneth Wheeler

**STATEMENT OF PURPOSE  
RECEIPT AND ACKNOWLEDGMENT**

---

This booklet was prepared to acquaint you with various benefit descriptions, services and guidelines associated with the Tupelo Public School District. It should answer the questions most frequently asked by employees and serve as a reference guide for you. Even though some information in this booklet is paraphrased versions of those contained in Section G (Personnel Policies) it is not intended to be all-inclusive. More precise definitions and specific human resources' policies may be found in the Tupelo Public School District Policy Manual.

Policies, procedures, and other information described in this booklet are not intended to be construed, to constitute contractual obligations of any kind or a contract of employment between the Tupelo Public School District and any of its employees. Additionally, statements made by other Tupelo Public School District employees that are contrary to any Tupelo Public School District Policy or state or federal rule, regulation, law, or statute are not binding and give you no rights or expectations.

I acknowledge that I have received a copy of this booklet and have read and understand the purpose stated above. I also understand that the contents in this booklet are subject to change as it is deemed necessary and appropriate by the Tupelo Public School District.

---

Employee Signature

---

Date