

SOUTH PANOLA SCHOOL DISTRICT



Providing Opportunities for Educational Excellence

SOUTH PANOLA SCHOOL DISTRICT

2026 - 2027 MAINTENANCE AND CUSTODIAL HANDBOOK

MR. JEFF DARBY, DIRECTOR OF MAINTENANCE
MRS. JAMI CAMPBELL, SECRETARY OF MAINTENANCE



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SPSD DEPARTMENT OF MAINTENANCE

ADMINISTRATION

Superintendent: Dr. Del Phillips

Assistant Superintendent: Dr. Jamone Edwards

Chief of Academics and Accountability: Dr. Ashley Fonte

SUPERINTENDENT

Dr. Del Phillips

662-563-9361

DIRECTOR OF MAINTENANCE

Jeff Darby

Office: 662-563-6065

MAINTENANCE SECRETARY

Mrs. Jami Campbell

662-563-6065

SCHOOL BOARD MEMBERS

President: Sandra Darby

Vice-President: Jerry Cooley

Secretary: Dr. Leigh Taylor Unruh

Member: LaKeldra N. Pride

Member: Kenny Hopper

South Panola School District

209 Boothe Street

Batesville, MS 38606

GREETINGS!

This handbook is intended to give you an understanding of general expectations of you as an employee in the Facilities and Maintenance Department of the South Panola School District. The handbook also provides valuable information to use as a reference resource throughout your employment.

Our department is comprised of Custodial, Maintenance, and Grounds Divisions and each of us every day plays a vital role in the operation and environment of our schools. The duties you perform throughout our schools, support buildings and/or grounds provide essential support services to students, teachers, support staff, administrators, and members of the general public who use our facilities.

Everyone in the Facilities Department is committed to your success. If you have questions or need assistance at any time, you should not hesitate to contact someone for help. We will be improving upon established procedures and updating information regularly. Changes in expectations, policies, and procedures will be conveyed in writing to the employee.

Best Wishes in Your Employment!

GENERAL INFORMATION

RECEIPT OF EMPLOYEE HANDBOOK

This handbook has been prepared for the information and guidance of employees working for the Facilities Department of the South Panola School District. It is intended to cover the procedures, policies, and standards most often applied in day-to-day work activities. All department staff are required to read the employee handbook **within one week of issuance and reissuance**.

Each employee, upon receipt of his/her copy of the employee handbook, must sign a "Receipt of Employee Handbook" acknowledgement form indicating he/she has read and understands the contents of the handbook. Signature of receipt is not to be construed as an employment contract, either implied or expressed, between the employee and the South Panola School District. This handbook supersedes any previous versions issued by the South Panola School District Facilities Department.

CHAIN OF COMMAND

All maintenance employees report directly to the Director of Maintenance. The Maintenance Director is responsible for all performance evaluations of department personnel. The Lead Groundskeeper and Custodial Supervisor assist with those duties for the respective personnel they supervise.

URGENT & EMERGENCY INCIDENTS

All urgent/emergency incidents are to be reported to an employee's immediate supervisor. If your immediate supervisor cannot be reached, then proceed through the chain of command. If the situation is serious but does not warrant immediate action, leave a message regarding

the matter, either with detailed information or a request to contact you for the details.

In the event of an emergency work situation warranting immediate action from fire or police, **first call 911 immediately** and then call your immediate supervisor. Do what you need to secure the building and keep yourself and others out of harm's way including leaving the building, if necessary, until emergency assistance arrives.

ISSUANCE OF DISTRICT KEYS

Appropriate keys will be assigned to each employee at the employee's assigned work site and the transaction will be recorded on a district key issuance card. Worn or broken keys are also replaced at the assigned site location, he/she must relinquish all keys issued at the original site and new ones will be issued at the new work site.

District issued keys are not to be distributed to any person other than the person they are issued to for any reason. Maintenance employees are not to loan keys to anyone, including students, for any reason.

Maintenance employees are not to admit anyone into the school district buildings without prior approval from the Maintenance Director.

EMPLOYMENT INFORMATION

ANNIVERSARY DATE

The first day of actual work performance for the South Panola School District determines an employee's starting date of employment.

ORIENTATION

A new employee will be oriented to their assigned work site and work responsibilities by their immediate supervisor or another employee delegated that responsibility. Employees are expected to seek help or ask questions if they have forgotten or do not understand their assigned duties.

PERFORMANCE EVALUATIONS

Performance evaluations are conducted to assess on-going work performance and after the initial probationary period. These evaluations are designed for positive assessment and look for ways for personal improvement and advancement. All performance evaluations become a part of an employee's personnel file and require signature acknowledgement by both the supervisor and the employee.

CHANGE OF PERSONAL INFORMATION

It is the responsibility of the employee to notify his/her direct supervisor and the Human Resources Department at the District Office of any pertinent changes in personal information, e.g. name, address, phone number.

LICENSES & CERTIFICATIONS

It is the responsibility of the employee in those instances where his/her job description

requires licensure or certification to provide verification he/she is appropriately licensed to perform said responsibilities. It is further the obligation of the employee to fulfill any requirements to keep any mandatory licenses or certifications current.

DRUG POLICY

It is hereby declared to be the policy of the South Panola School District that the use, possession, distribution, dispensing or sale of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state or federal law, on or about the campuses of any school ground, any school building or school premises, any school-owned vehicle or any other approved vehicle used to transport students to and from school or school activities, or on or off school property at any school sponsored or school approved activity, function or event, shall be considered sufficient misconduct on the part of any employee of the South Panola School District for the suspension and/or termination of such employee from the South Panola School District. **Note: No person will be permitted to use any tobacco product within any school building, bus, school campus, grounds, athletic field, or any property owned, used or operated by SPSD.**

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, the South Panola School District:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or 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.
2. May discharge, discipline, refuse to hire or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment 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 medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

EMPLOYEE RESPONSIBILITIES & CONDUCT

GENERAL CODE OF CONDUCT

It is the responsibility of each employee to follow these basic conduct rules in order to work harmoniously with others and to act as a guardian of the District's buildings, grounds, equipment, and policies:

- Arrive to work each scheduled day on time ready to perform assigned duties.
- Finish all tasks within the assigned time frame.
- Work overtime only as pre-approved by the Director of Facilities & Maintenance or the Building Principal.

- Attend all required scheduled meetings and workshops.
- Have current knowledge of safety and sanitation guidelines/rules.
- Complete all required personnel paperwork.
- Read and follow all policies and procedures as outlined in the employee handbook.
- Treat all staff, students, and the public with courtesy.
- Be visible, available, and attentive during work shift.
- Limit personal calls and socializing to break times only.
- Respect and assist fellow employees.
- Report all accidents/incidents to your immediate supervisor immediately.
- Follow the chain of command.
- Adhere to the dress code.

CONFIDENTIALITY

Employees must respect the guidelines of confidentiality and **are not to discuss confidential information with anyone** except those who have a right to know the information. If in doubt, check with your immediate supervisor.

PERSONAL APPEARANCE & DRESS CODE

It is important to remember, as an employee of the South Panola School District, you are working in public facilities around a variety of people who might find some things offensive such as inappropriate attire, body odor, or strong perfumes. Personal appearance and personal hygiene are an extremely vital part of your role.

For safety and easy public identification, all custodial, maintenance, and grounds personnel must adhere to the following dress code:

- **Clothing:** Year-round the approved dress code consists of pants and a department-issued shirt. The attire must be neat, clean, and in good condition. Shirts are to be of a length that does not expose the midriff or back when performing typical duties. Exposing undergarments is not appropriate. Clothing with tobacco, alcohol, drugs or sexually connotative words and/or pictures is **ABSOLUTELY NOT ACCEPTABLE**.
- **Shoes:** For safety reasons, shoes **MUST** have non-skid or rubber soles. Open-toed shoes, sandals, flip-flops and/or clogs are **ABSOLUTELY NOT ACCEPTABLE**. Shoes must be kept in good condition.
- **Jewelry:** Jewelry needs to be kept to a minimum and not interfere with safe and efficient performance.
- **Identification Badges:** In addition to the attire listed above, each Facilities Department employee is expected to wear daily a District-issued identification badge.

PERSONAL PROPERTY

Personal items are expected to be kept at a minimum at work. At no time shall an employee be allowed to use personal tools and equipment in lieu of district-issued tools and equipment without the expressed written consent of the Facilities Supervisor. All personal items are to be labeled by the employee as such.

Personal property of other staff, office machines, or classroom projects are not to be disturbed. If you accidentally damage something, you are expected to notify your supervisor immediately and to the occupant of the area a note explaining what happened with the name of whom to contact.

STAFF MEETINGS

Staff meetings play a crucial communication and team-building role in effective management and implementation of services, policies, and procedures. Therefore, attendance is mandatory at all required meetings. If you find you have a conflict with a personal obligation and cannot attend a required meeting, it is your responsibility to notify your immediate supervisor.

CLASSES & TRAINING

Adequate training is essential for successful performance and often necessary to avoid placing yourself or others in a hazardous, precarious, or wasteful situation. Consequently, adequate training is a condition of employment.

- Required classes and training will be at the expense of South Panola School District and are otherwise mandatory unless otherwise proven that adequate training pre-exists or is excused in writing.
- Orientation sessions will include basic procedures, products, tools, and equipment used to perform the job. More complete training will be given as time allows.
- The South Panola School District periodically provides in-service programs, classes, or informational meetings on both a required and optional basis depending on the content and pertinence to the employee.

REMOVAL AND USE OF SCHOOL PROPERTY

Property belonging to SPSD may not be taken from any school building, office, or grounds for private use or for loan to an employee or other individual or to any outside organization without requests being made through the office of the Maintenance Director.

ATTENDANCE & PUNCTUALITY

The work you do is important. You are expected to be regular in your attendance and to be punctual for your work shift. You are also expected to take breaks at their appointed time unless you have prior permission to change them. If you leave work at any time other than during lunch breaks, you must first notify your supervisor.

PAY PERIODS

Employees are paid each month. Payday is the last banking day of the month. Paychecks are paid by direct deposit to a banking facility of the employee's designation. Each employee is responsible for punching his/her own time.

OVERTIME

All overtime must be approved **IN ADVANCE** by the Director of Facilities and Maintenance or the Building Principal. This time is to be documented on the Request for Overtime Sheet and emailed or faxed to the Maintenance Department.

ABSENCE NOTIFICATION & REPORTS

In the event an employee is going to be absent from work due to illness or emergency, he/she is required to call or text his/her immediate supervisor as early as possible (even the day or evening prior) so suitable arrangements can be made for substitute coverage.

All absences are to be recorded and submitted on the department's combined Leave Request & Absence Report form. These forms are available from each Building Director. They should be emailed or faxed to the Maintenance Department the day after you return.

REQUEST FOR LEAVE

Requests for leave are to be made in writing in advance of requested dates using the department's combined Leave Request & Absence Report form. This form is available from each Building Director. They should be emailed or faxed to the Maintenance Department. Granting requests for vacation and personal leave are subject to the needs and available work coverage of the department and South Panola School District.

EMPLOYEE BENEFITS

An explanation of benefits is managed through the Director of Human Resources and Payroll offices at the District Office. Your immediate supervisor can assist in directing you to the appropriate person to address your employee benefit issues.

GENERAL PRECAUTIONS & PROCEDURES

The key to safety is prevention. Accident prevention is everyone's responsibility. Each person needs to be alert for hazards that cause accidents. You have the responsibility to do all you can to prevent accidents or injury to yourself, your co-workers, the faculty, the students, and the general public who use our facilities. Only operate equipment you have been trained to use.

Think safety, work safely, and follow these guidelines.

PREVENTATIVE MANAGEMENT: FALLS

- Keep floors clean and dry at all times. Wipe up spills immediately.
- Walk; **NEVER** run when going about your work.
- Wear low-heeled, well-fitting shoes with foot soles following the dress code requirements.
- Keep floors, aisles, doorways, etc. free from all hazardous objects such as boxes, mops, brooms, stools, and other articles that workers might stumble over.
- Use a stepladder to remove items from high places. Make sure the feet of the ladder are firmly supported. **NEVER** climb on tables, crates, boxes, or chairs.
- Two people **MUST** be present when a ladder over 8-feet is in use. One person will hold the ladder while the other is on the ladder.

- Use “WARNING” signs for wet floors, ice, and closed areas for maintenance repairs.

PREVENTATIVE MANAGEMENT: CUTS

- If a carton has been sealed with staples or wire, ALWAYS pry open in a direction away from your body.
- Wearing gloves can prevent exposure of your hands to potential cuts and scrapes.
- Do not clean up broken glass with your bare hands. Always use an instrument that comes between you and the glass, e. g. broom, dustpan, heavy cardboard, or vacuum.
- Knee protection (e. g, knee pads) MUST be worn when kneeling to clean floors.

PREVENTATIVE MANAGEMENT: STRAINS

- Lift only what you can handle easily. Use two people if needed.
- Have a firm footing before attempting to lift a heavy object.
- Always lift with your legs and not your back.
- Keep your back straight; do not bend forward or sideways.
- Do not carry too many items at one time.
- Place heavy objects on lower shelves and lighter items on top shelves.
- Use a dolly or cart to carry heavy or bulky items.

PREVENTATIVE MANAGEMENT: ELECTRICAL EQUIPMENT ACCIDENTS

- Unless certified/licensed to do so, do not make electrical repairs. Call the Facilities Department or submit a work request for these repairs.
- Be sure all electrical equipment is properly grounded.
- Disassemble and reassemble equipment properly.
- Have a qualified maintenance personnel inspect all electrical equipment, wiring, and switches on a routine basis. Any damaged equipment is to be tagged “out of order” and not used until repaired.
- Follow manufacturer’s instructions carefully when operating electrical equipment.
- Never use an electrical cork that is worn through or cut to the wire.
- Remove the plug from the outlet before attempting to clean equipment.
- When cleaning the floors with outlets in them, be certain the breaker is off before scrubbing or mopping, **WATER AND ELECTRICITY DO NOT MIX.**
- Report any broken outlets, outlet covers, or bad extension cords to your supervisor.

PREVENTATIVE MANAGEMENT; FIRES

- **If an electrical fires or sparks occur, TURN OFF THE BREAKER IMMEDIATELY.**
- Receive proper instructions on the use of fire extinguishers before the need might arise for you to use them.

- Keep exits free of obstructing objects.
- Know the school's regulations for fire drills and obey them.
- No open flames are allowed in buildings, e.g. candles.
- Keep paper clutter to a minimum.
- Keep electrical rooms clean and orderly. Keep items well away from electrical panels.
- Ceiling tiles need to be in place and not broken. Report any missing or damaged tiles to your supervisor.

CHEMICALS & MATERIAL SAFETY DATA SHEETS (MSDSS)

- **ALWAYS** read the instruction labels on chemical containers before using them. Follow instructions exactly.
- Review MSDSs for information on the chemicals being used.
- All cleaners must be in a labeled container stating what product it contains. If you put any chemical into a spray label for the specific product.
- **DO NOT** mix different types of chemical products.
- Measure chemicals you dilute with a dispenser pump or measuring cup.
- Eye protection is **required** when using any potential hazardous products.
- Rubber gloves are **required** to be worn during the use of hazardous chemicals.

CLEANUP: ASBESTOS

- Only certified asbestos workers are qualified to handle a problem involving asbestos. Contact your supervisor **as soon as possible** if you see an asbestos problem or damage in an area where asbestos is present. All of the school buildings of the South Panola School District were re-inspected for asbestos and lead paint for a three (3) year period in June 2019.
- Secure the affected area until professional cleanup is complete.

REPORTING HAZARDS

- Report to your supervisor any hazardous or unsafe conditions or situations you observe during your work assignment.

REPORTING ACCIDENTS

- **ALWAYS** get first-aid treatment for any injury, no matter how slight it might be. Each building will have at least one first-aid kit. Make certain you know its location.
- **ALL** on-the-job injuries, no matter how minor, are to be reported to your immediate supervisor.
- You **MUST** fill out an accident report on **ALL** injuries, no matter how minor.

SAFETY HAZARDS

Maintenance and housekeeping employees should be thoroughly familiar with all equipment and operations under their control and should insist that accepted standards of safety be maintained. Absence of adequate safeguards and any condition or situation that may endanger life or property should be reported to the Maintenance Director immediately. Program safety into your work schedule.

Precautions should be taken to provide for the safety of the students and staff at the schools while performing your work.

Most young people are curious. Watch your tools, ladders, and materials. If students are at an unsafe distance while you are performing the work assigned, cease your work and wait until it is safe to resume such work or ask the assistance of the school personnel.

The following are SAFETY PRECAUTIONS which apply to maintenance and housekeeping employees:

1. Do not use hands to pack trash down.
2. Do not use your hands to remove broken glass.
3. Use a ladder to reach high places.
4. Do not stand on the top step of a ladder.
5. Do not leave tools or materials on top of a ladder.
6. Keep aluminum ladders away from electricity.
7. Turn the light switch off before changing bulbs.
8. Never use unsafe equipment; be familiar with all safety items on equipment.
9. Do not mix chemicals.
10. Keep all chemicals sealed.
11. Mop up all spills immediately.
12. Do not leave material or equipment in walkways or on stairs.
13. Do not attempt to add gasoline while motor is running.
14. Allow motor to cool before adding gasoline.
15. Wipe off excess gasoline before starting motor.
16. Do not remove safety guards from equipment.
17. Keep hands away from engine or moving parts while operating.
18. Keep extinguisher in or near your gasoline storage area.

19. Do not store gasoline in the same area with electrical equipment.
20. While operating electrical equipment, watch cords and traffic around work area.
21. Do not stretch cords across intersections.
22. Keep combustible materials in covered metal containers.
23. Handle all electrical equipment with DRY hands.
24. Do not block exits.
25. Horse playing is prohibited.
26. Wear shoes at all times- no sandals or open toed shoes.
27. Keep first aid kit and fire extinguisher in accessible location.
28. Report all injuries promptly.
29. Be aware of location of fire exit and evacuation procedures.
30. Observe ALL posted warning signs.
31. Do not leave equipment unattended.
32. Work in well lighted areas.
33. Employees are responsible for the cleaning of their equipment and work surfaces after completing assigned tasks, and the storing of their equipment in the proper locations.
34. Be familiar with all safety items on equipment.
35. Equipment left unattended while on the floor, must be placed to one side of the hallway, out of the traffic flow's way, with electrical cords wrapped, if appropriate.
36. Equipment left unattended while an employee is off of the floor, must be stored until the employee returns.
37. When unplugging equipment, make certain hands are dry. Remove from electrical outlet by pulling the plug. Never remove from the outlet by pulling the cord. Report frayed cords and loose plugs immediately.
38. Never operate equipment until you have been properly trained in its use.
39. WEAR ALL SAFETY ITEMS WHEN OPERATING EQUIPMENT (E.G. DUST MASKS, EARPLUGS, SAFETY GLASSES, HARDHATS, AND SAFETY HARNESS).

TITLE IX

It is the policy of the South Panola Public School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the central office.

LEGAL REF.: Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II Americans with Disabilities Act.

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. Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, program operation, or employment. The South Panola School District is required by Title IX and its regulations not to discriminate in such a manner. Questions of complaints concerning Title IX may be directed to **Dr. Jamone Edwards**, 209 Boothe Street, Batesville, MS 38606; (662) 563-9361; jedwards1@spanola.net.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The South Panola School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.

Questions concerning Section 504 may be directed to the Section 504/Americans with Disabilities Act Coordinator as follows:

Mrs. Melinda Price
209 Boothe Street, Batesville, Mississippi 38606
(662) 563-9361

HARASSMENT PROHIBITED

Violations of the Sexual Harassment Policy (GBR) by administrators, teachers, staff and students will be regarded as a violation of a person's civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior.

Pursuant to Title IX requirements, all South Panola School District employees are obligated to report any notice or allegations of sexual misconduct & harassment to the Title IX Coordinator. Please refer to South Panola School District Policy Sections GBR, GBR-P, JB and JB-P for any District sexual harassment grievance processes and procedures. Inquiries concerning the South Panola School District Sexual Harassment Policy should be directed to the office of the superintendent.

NON-DISCRIMINATION POLICY

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Dr. Jamone Edwards
ADA/504 Coordinator: Mrs. Melinda Price

South Panola School District
209 Boothe Street
Batesville, MS 38606
662-563-9361

Policy Code: GAE Staff Complaints and Grievance

STAFF COMPLAINTS AND GRIEVANCES: LICENSED STAFF

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A “grievance” is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A “grievant” is a person or persons making the complaint.
3. The term “days” shall mean working school days and shall exclude weekends, holidays and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within ten (10) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

1. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.
5. The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within ten (10) 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 thirty (30) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his/her principal or immediate supervisor.
2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all additional information on his/her behalf which he/she desires not later than ten (10) 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/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within ten (10) 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 ten (10) 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 ten (10) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.
4. The board shall render its decision within fifteen (15) days of the hearing.

ACCEPTABLE COMPUTER, NETWORK RESOURCES AND INTERNET USE

Policy Revised October 2020

The South Panola School District School Board wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The SPSD Board also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks where applicable.

Access to the district's computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

Students, parents, staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, objectionable, inaccurate, and / or potentially offensive. While SPSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adhere to this policy. Failure to agree and comply with this policy may require the loss of network privileges, the removal of a student from the course, and / or other disciplinary and legal action.

OWNERSHIP AND PRIVACY ISSUES FOR COMPUTERS AND NETWORK RESOURCES

South Panola School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronic devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages, links on Computers and Network Devices within the School District. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use.

STATEMENTS AND DISCLAIMERS

South Panola School District will adhere to the Child Internet Protection Act Legislation, and other state and federal laws with reference to school network resources where applicable. South Panola Schools may post pictures and names of staff and students on the school's website that are viewable on the World Wide Web. Exclusions to this policy must be written to the School Principal requesting that no photos be published for a particular individual. These efforts are being made to give positive exposure to all individuals and related school activities.

This Acceptable use policy will be posted in student handbooks, staff handbooks and on the South Panola Website. Signatures of the student handbook which encompasses this policy are to be kept on file in the principal's area.

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Use of any information via the Internet is at the risk of the user.

GENERAL GUIDELINES FOR USING COMPUTERS, NETWORK RESOURCES AND THE INTERNET

Individuals will be held responsible for their behavior and communication while accessing network resources and the Internet. Students, staff and other computer network users are responsible for appropriate behavior on computer networks just as they are in a classroom or a school hallway. Some common issues are discussed below:

June 2012: The South Panola School Board has approved a District Internet Safety Policy in addition to this Acceptable Computer, Network Resources and Internet Use Policy to strengthen its stand on Internet Usage. This Internet Safety Policy can be found in the School Board Minutes and is linked from the South Panola School District Home Page.

Don't use school network resources for illegal purposes. Don't pirate software or violate copyright laws. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director, or superintendent.

Don't search for, access, display or transmit offensive messages or objectionable materials or inappropriate non-educational web sites. Don't access or transmit any material that promotes violence or the destruction of property. Don't share passwords or access another user's account. Don't change files, desktop settings, screensavers, or other system/network settings that do not belong to you. Don't post chain letters or engage in "Spamming". Don't use, disclose, disseminate, or divulge personal and/or private information about yourself, minors or any others. Don't employ or perform network actions disruptive to the normal operations of the school.

In general the computer is not to be used as an entertainment box or radio. Technology is not to be used to download music. PBS, educational recordings and speeches for classroom enhancement are encouraged. But, Internet radio for non-educational use is discouraged. Programs like kazaa, audiodgalaxy, GNutella, Warze, AIM, and Zebra should not be installed. Programs like instant messenger or weather bug that have an always on, constant connection should not be installed. Technology is not to be used to play online games, access chat rooms, dating services, or non-instructional bulletin board messaging sites. Technology resources are not provided as a babysitting device or as a free for all. Just because it's lunch or study hall or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the web.

All services, including Google Hangouts Meet, should be used only for intended and permissible educational purposes. Pursuant to the District's Acceptable Use Policy, usage of resources operated by the District may be monitored by the District. Students who abuse or misuse District technology resources may be subject to disciplinary action.

Violations may result in a loss of access to computers, network resources, the Internet.
Violations may also include other disciplinary and / or legal action.

Observed abuse of computers, network resources and / or the Internet should be reported to the teacher, supervisor, principal, Technology Director or Superintendent.

(See next page to sign agreement)

NETWORK USER AGREEMENT

For anyone to access the district computer network she/he must agree and adhere to this acceptable use policy.

STUDENTS AND PARENTS:

By signing the student handbook; I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. I understand that my child will be subject to disciplinary action for violations of the Acceptable Use Policy. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action.

STAFF:

By accepting employment with South Panola Schools: I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action.

Therefore: If you do not agree with this policy and choose not to access South Panola School District computers, networked information resources and the Internet, please notify the school Principal, Technology Director or Superintendent in writing.

GUESTS:

Guests or any others are required to sign below before using South Panola Network Resources.

Name & Signature

Date

For additional information and complete review of the Technology/Network policies and procedures, please visit bit.ly/SPSDTechPolicies.

2026

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	19	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2027

JANUARY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
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21	22	23	24	25	26	27
28						

MARCH						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APPENDIX A: SOUTH PANOLA SCHOOL CALENDAR

July 27: Staff Development *(no students)*

July 28: Staff Development *(no students)*

July 29: Staff Development *(no students)*

July 30: First Day for Students

September 7: Labor Day *(school closed)*

October 5-9: Fall Break *(school closed)*

October 12: Professional Development - Data day *(no students)*

October 13: School Resumes for Students

November 23-27: Thanksgiving *(school closed)*

November 30: School Resumes for Students

December 18: Students Last Day of School

December 21-January 3: Christmas Break *(school closed)*

January 4: Professional Development - Data day *(no students)*

January 5: School Resumes for Students

January 18: Martin Luther King Jr. Day *(school closed)*

February 15: President's Day *(school closed)*

March 22-26: Spring Break *(school closed)*

March 29: Professional Development - Data day *(no students)*

March 30: School Resumes for Students

May 20: Students Last Day of School

May 21: Teacher Work Day *(no students)*

May 22: Graduation

CALENDAR KEY

 Professional Development Day *(Teacher attendance, no students)*

 Students in School

 Schools Closed

 Students Last Day of School

 Graduation

2026-2027 SPSPD PAYROLL PERIOD

Beginning Date	Ending Date	# of Days: 187 Days	# of Days: 202 Days	# of Days: 242 Days	Pay Date
7/1/2026	7/11/2026	0	0	22*	7/31/2026
7/12/2026	8/8/2026	10**	20	20	8/31/2026
8/9/2026	9/5/2026	20**	20	20	9/30/2026
9/6/2026	10/3/2026	19	19	20	10/30/2026
10/4/2026	10/31/2026	15	15	20	11/30/2026
11/1/2026	11/28/2026	15	15	19	12/18/2026
11/29/2026	1/9/2027	20	20	20	1/29/2027
1/10/2027	2/6/2027	19	19	20	2/26/2027
2/7/2027	3/6/2027	19	19	20	3/31/2027
3/7/2027	4/10/2027	20	20	20	4/30/2027
4/11/2027	5/8/2027	20	20	20	5/28/2027
5/9/2027	6/5/2027	10	15	20	6/30/2027
6/6/2027	6/30/2027	0	0	18	7/31/2027

* Includes 17 days from June 2026

Subject to change based on school calendar

** Review hours in next pay period to verify salary earned in this pay period

202 Day employees begin Monday, July 13, 2026 and last day Friday, May 28, 2027

RECEIPT OF FACILITIES SERVICES EMPLOYEE HANDBOOK

I have received a copy of the South Panola School District Facilities and Maintenance Employee Handbook.

Employee Signature

Date

Supervisor Signature

Date