

District: Tupelo Public School District

Section: G - Personnel

Policy Code: GBAAAB - Classified/Support Staff Benefits

CLASSIFIED STAFF FRINGE BENEFITS

1. All Tupelo Public School District classified employees who work twenty (20) hours or more during each week are eligible to participate in the Mississippi Public School Employees' Health Insurance Plan. Employees may enroll in this program pursuant to guidelines established by the State of Mississippi Department of Finance and Administration.
2. The District will ~~also~~ deduct from the salary of classified employees the required premiums for additional insurance programs offered to classified **employees** ~~personnel~~ in compliance with **applicable** federal and Mississippi laws and regulations. The number of deductions shall be established by the Board.
3. The Board authorizes the superintendent to determine the positions that will require employees to wear a uniform. The Board also authorizes the superintendent to establish administrative procedures consistent with this policy.

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

[GBAAAB-1 - Support Staff Fringe Benefits Uniforms.pdf](#)

[GBAAAB - CLASSIFIED STAFF FRINGE BENEFITS Tupelo Learning Foundation Scholarships.pdf](#)

ADMINISTRATIVE PROCEDURES

1. Employees in certain positions will be required to wear a uniform while on duty. Guidelines for the uniforms will be provided to the employees (see Exhibit GBAAAB 1).
2. Procedures and qualifications for the awarding of Tupelo Learning Foundation Scholarships to classified employees shall be attached as an exhibit to this policy. **Scholarships will be based on availability of funds.**

Adopted Date: 5/1/2013

Approved/Revised Date:

District: Tupelo Public School District
Section: D - Fiscal Management
Policy Code: DEEG - Grant Management

FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS

Staff members of the Tupelo Public School District may apply for grants, funding proposals or other special projects which will enhance the goals and mission of the District. ~~and shall adhere to the following administrative procedures.~~ Any ~~to develop~~ proposal (i) for a project or program to be funded by external sources, or (ii) to administer projects funded through external sources, shall be submitted for approval by the Board in accordance with this policy and procedure. ~~All grant proposals shall be submitted to the Board for consideration and approval.~~

The Board authorizes the superintendent to develop procedures consistent with this policy.

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

[DD Form 1.0510 TPSD Grant Information Sheet](#)

ADMINISTRATIVE PROCEDURE

A. All grant or external funding (including crowdfunding) proposals using any organization name associated with the district (i.e. booster clubs, PTO, extra curricular activities, or clubs) must be submitted to the Board for consideration and approval and must follow these guidelines:

1. The staff member will prepare and present an executive summary of the proposal, which outlines the proposed grant application and project, to the administrator who will be responsible for implementation of the project to be funded by the grant or external funding. The executive summary must include the amount, if any, of matching funds and/or any District financial obligation.
2. Following the approval of the executive summary by the administrator and the Finance Director, the executive summary will be submitted by the responsible administrator to the superintendent

or designee.

3. After review by the superintendent or designee: (i) the staff member will be directed to revise, make alterations, discontinue the application process, or (ii) the proposal will be submitted for consideration by the Board.
4. All proposals for special grants or external funding must be submitted to the superintendent for approval by the Board prior to any action on the part of a staff member that commits the District to an external funding source.

B. All expenditures associated with receipt of special grants or external funding will be expended in accordance with the policies of the District and applicable statutes, and any regulations associated with the terms and conditions of the project.

C. The responsibility of documenting any requirements of a grant will be assigned to the staff member completing the grant application and the responsible administrator.

D. All funds received in the form of grants, awards, or program support must be turned in to the Finance Department office to be deposited to a special account for each program or project.

E. Grant recipients or supervisors of programs shall be required to keep a running account of grant expenses and for making all reports required in connection with the receipt of funds and final reports.

FORMS DD Form 1.0510 TPSD Grant Information Sheet

Adopted Date: 9/25/2001

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBHA - Use of School Property

BOARD POLICY

The primary use of school facilities is to provide education, recreation, ~~and~~ educational, cultural and career-enhancing experiences for students of ~~this~~ **the** District. All other uses will be subordinate to this priority. In situations where community use of school facilities will not interfere with educational programs, the Board endorses community use of school facilities as set forth in this policy. ~~District buildings and property shall be dedicated to provide students with education, recreation, and educational, cultural and career-enhancing experiences, except as otherwise specified herein.~~ The Board also endorses the free expression and examination of speech, ideas and opinions and for that purpose designates a limited public forum for certain buildings and facilities based upon the use.

During the school year and during school hours, educational, curriculum-based, athletic and school-chartered student club extracurricular activities shall have priority. School-related organizations, as set forth below, may use the facilities during the school day strictly on a not-to-interfere basis.

Designated District facilities shall be available only to groups, organizations or individuals who reside within the District boundaries, with the exception of events sanctioned by the Mississippi High School Activities Association. All groups, organizations or individuals using District facilities shall be subject to the principal or building administrator's rules and regulations for safety, security and cleanliness. All non-school groups, organizations or individuals using facilities as provided will execute a use or rental agreement. For large events or other uses which give rise to a legitimate concern for the safety and security of school property, facilities or personnel, the superintendent may require the provision of security guards or event insurance, or both, at the expense of the user. Any personal injury or damage to district facilities or property as a result of uses by a non-school organization shall be the responsibility of that organization, and restoration or restitution shall be made at replacement cost.

When school is not in session, on weekends and before and after school hours during the school year, the following categories of users have been established by the Board for the purpose of determining priority for potential usage and the setting of fees for usage of particular facilities:

CLASS A: Education/Student Organizations

- Student organizations, approved or chartered by the District, which are connected to the curriculum of the particular school site or another school within the District.
- Student organizations approved or chartered by the District which are not curriculum based, but which meet during the activity period set by the school.

CLASS B: School-support organizations which are related to the school or the District and have been approved or chartered by the District due to their support of school activities. This group would include booster clubs, parent-teacher organizations, the Association for Excellence in Education, and other organizations which support student programs and activities.

Class C: School-related organizations inclusive of alumni groups, District employee organizations, adult education programs sponsored by the school or by another governmental entity

Class D: Community groups inclusive of the following:

- Performing arts associations and organizations for meetings, rehearsals and for performances and recitals which include students or are presented for the benefit of students; athletic organizations, teams and competitions
- Not-for-profit civic, cultural, service and educational clubs such as Boys and Girls Club, Symphony League, Kiwanis Club and Optimist Club
- Church, spiritual and religious organizations
- Governmental agencies and political subdivisions

CLASS E: General public inclusive of the following:

- Political parties recognized by an elections commission of the City of Tupelo or Lee County
- Professional, occupations and avocational organizations
- All other political organizations, not included above

CLASS F: Commercial/fundraising inclusive of industry/business meetings and organizations, merchants, vendors, entertainers, promoters, auctions and sales

Under bona fide emergency or disaster conditions, the superintendent may make school facilities available, regardless of the schedule set forth above, for a period not exceeding two weeks with rental payments at the superintendent's discretion based upon community need. If an emergency condition occurs or exists in the community causing the need for school facilities in excess of two weeks, the Board may allow use of school facilities on such terms as it deems appropriate to meet community needs not to exceed three months. Rental fees and insurance requirements will be established by the Board and shall be paid in advance and deposited to the District.

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

The following is a listing of fees for community use of school facilities:

	<u>School</u>	<u>Auditorium Rental-Rehearsal</u>	
Class A, B & C	No Charge	No Charge	
	NOTE TO BOARD All fees have been increased by 200.00 -- remove before posting--		
Class D	THS (Fine Arts)	\$600	\$400
	THS (Perf. Arts)	\$1400	\$800
	THS Stadium	\$2200	
	THS Gym	\$700	
	TMS Civic	\$800	\$500

	TMS Gyms	\$450	
	Elementary Gym	\$500	\$350
	Elementary Auditoriums	\$400	\$300
	Milam Auditorium	\$700	\$450
	Milam Gym	\$500	\$350
	Others	\$350	\$300
Class E & F	THS (Fine Arts)	\$900	\$550
	THS (Perf. Arts)	\$2200	\$1200
	THS Stadium	\$4200	
	THS Gym	\$1200	
	TMS Civic	\$1200	\$700
	TMS Gyms	\$700	\$450
	Elementary Gym	\$900	\$550
	Elementary Auditoriums	\$600	\$400
	Milam Auditorium		
	Milam Gym	\$1300	\$850
	Others	\$400	\$350

All Fees listed represent a per day charge for rentals (up to 12 hours) and a half-day charge (up to 6 hours) for rehearsals. Facilities will not be rented by the hour. Organizations renting District facilities must be finished and out of the facility by 11:00 p.m.

In addition to rental fees, it will be necessary that organizations renting school facilities provide-insurance as required by the District.

A deposit of \$100.00 will be required for all groups utilizing school food service facilities. This deposit will be refunded provided all food service equipment and areas are cleaned to an acceptable level as determined by the school food service director.

If extra security is required at any District facility rented, an additional \$100.00 will be charged to offset the cost of added security personnel.

Effective Date: 10/14/2014

ADMINISTRATIVE PROCEDURES

Operation of the THS Performing Arts Center

The following administrative regulations are provided for use by students, staff, and community members in supporting utilization of the Tupelo High School Performing Arts Center. While the primary use of the THS Performing Arts Center is to provide education, recreation, cultural, and career enhancing experiences for students, the Board endorses community use of school facilities to the extent that such use does not interfere with the educational programs of the District. These regulations are intended to serve as a guide for the scheduling, maintenance, operation, supervision, and management of the THS Performing Arts Center.

Scheduling and Maintenance of the Performing Arts Center (PAC) Calendar

The THS principal will be responsible for scheduling and maintaining the calendar of activities at the PAC. Rental documents will be mailed from the TPSD Administrative Office (Facilities Rental Secretary) to potential renters, who shall return completed documents and fees directly to the TPSD Administrative Office.

Scheduling priority will be given to Tupelo Public School District functions. When the building is not being used by the Tupelo Public Schools, it will be available for rental in accordance with this policy, procedure and exhibits.

Theatre, drama, and choral music productions of the Tupelo Public Schools will be allowed to construct sets and props on the stage for a period not to exceed three weeks prior to a scheduled performance. During this period, the PAC will not be available for rental. Any request for an exception to this policy must be made to the THS principal, and expressed consent must be obtained.

Operation of the PAC

When the PAC is rented by a non-TPSD renter, the TPSD Administrative Assistant will be responsible for the operation and management of the PAC pursuant to the following operational guidelines:

Light and Sound Equipment

Only trained individuals approved by the TPSD may operate the lighting and/or sound systems. This may include THS fine arts teachers, theatre students, and/or other individuals who have been trained and approved by the TPSD to operate the equipment. When a THS teacher or approved individual is required to operate the lighting and/or sound systems for an outside (non-TPSD) renter, the renter agrees to pay an additional charge.

Once the lights are set and focused by the company who was contracted for the installation, no other persons will be allowed to refocus the instruments. Any special lighting requests must be made in writing and submitted to the TPSD Administrative Assistant at least two weeks in advance of the rental performance.

Curtains

Movement of the curtains other than the opening and closing of the traveler curtains will not be allowed. Curtains, including traveler and leg curtains, may not be tied back for any reason. These curtains must remain in their normal hanging position.

Backdrops, if used, must be appropriately hung and weighted. The designated TPSD Administrative Assistant will be responsible for determining if the backdrops are hung and weighted in an acceptable manner.

Sets and Set Pieces

Set pieces belonging to THS may not be used without prior written approval. Items such as chairs, tables, risers, etc. must be requested at least two weeks in advance.

Dressing Rooms and Make-up Rooms

In addition to the rental fee, a cleaning/damage deposit shall be paid by all groups renting the PAC. This amount will be refunded when the TPSD Administrative Assistant determines that the dressing rooms and make-up rooms have been left clean and without damage. In addition, the

TPSD Administrative Assistant must also certify that the other areas of the auditorium have been left without damage. It should also be noted that no make-up will be provided by the TPSD for non-TPSD groups.

General Rules of Operation

Food and/or drink is prohibited inside the PAC auditorium/seating area. All food and drink shall be restricted to the lobby or art gallery area. Only persons directly associated with the performance will be allowed on the stage after a performance is concluded. “Non-performers” will not be permitted to go onto the stage following performances. Actors, dancers, singers, and musicians may “meet and greet” spectators and friends in the lobby or art gallery area.

Supervision, Management, and Operation of the PAC

Responsibility for the supervision, management, and operation of school activities at the PAC will be the responsibility of the THS fine arts teacher whose class or program is using the auditorium. When the PAC is being used by an outside renter or for school purposes other than fine arts programs, the PAC manager/Maintenance Worker will supervise, manage, and operate the PAC for such use or rental. Such designee shall (1) be present in the PAC with the rental group at all times and (2) have the authority to enforce the adopted policies and procedures for the operation and management of the PAC.

Adopted Date: 5/9/1995

Approved/Revised Date:

District: Tupelo Public School District

Section: G - Personnel

Policy Code: GADG - Professional Leave

LICENSED STAFF LEAVES AND ABSENCES

BOARD POLICY

The Board of Trustees provides leaves of absence for licensed employees for reasons as listed **in this policy**. ~~herein. The Board authorizes the superintendent to establish procedures consistent with state and federal law and this policy.~~

1. SICK LEAVE

- a. Each **full time** licensed employee, at the beginning of each school year, will be credited with ten **(10)** days sick leave allowance for absences caused by illness or physical disability of the employee during that school year. Any unused portion of annual sick leave will be carried over to the next school year if the employee remains employed in the District. In the event any public school licensed employee transfers from the TPSD to another district in Mississippi, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes. Accumulation of sick leave will be unlimited. No deduction from pay will occur as a result of absences caused by illness or physical disability until all leave allowance has been used. For the first ten **(10)** days of absence because of illness or physical disability in excess of the sick leave allowance of the employee, the District rate of pay for a substitute will be deducted from the pay. Thereafter, the **employee's** regular daily rate of pay will be deducted.
- b. Situations for which sick leave may be granted are as follows:
 - i. A Family Medical Leave Act qualifying event or an actual period of temporary disability caused by a personal illness, injury, or other temporary disability, that prevents an employee from performing his or her usual duties.
 - ii. An illness in the employee's immediate family that necessitates the employee's attendance; "immediate family" is defined as spouse, parent, stepparent, sibling, child or stepchild. Verification may be required.
 - iii. Medical or dental appointments.
 - iv. Due to each death in the immediate family, an employee may use up to three (3) days of sick leave with full pay as bereavement leave. For purpose of this section only, "immediate family" is defined as spouse, parent, parent-in-law, stepparent, grandparent, grandchild, sibling, brother-in-law, sister-in-law, child or stepchild.
- c. Should an employee's absence extend for more than three (3) consecutive workdays, or for two (2) consecutive school days immediately preceding or following a nonschool day, the employee ~~must~~ **will** submit to his or her immediate supervisor, a certificate from a licensed physician or dentist as to the illness. The employee's **leave** will be processed for FMLA if a qualifying event exists. The District ~~reserves the right for~~ **authorizes** the Human Resources Director to request a

doctor's statement of verification of illness at any time regardless of the length of absence, including an absence of one day.

- d. The minimum sick leave that may be ~~taken~~ **charged to an employee** is one-half of one day in any given workday. Only sick days taken on actual workdays shall be charged in calculating the number of sick leave days taken.
- e. The TPSD workers' compensation policy ~~allows~~ **requires** employees who sustain job-related injuries to use paid sick leave to make up the difference between their normal wage and the amount they are receiving under the workers' compensation award when the workers' compensation injury lasts four **(4)** or ~~less-fewer~~ days. When the workers' compensation leave lasts five **(5)** or more consecutive days and qualifies for FMLA, an employee may only utilize sick time if both the District and employee agree in writing to allow for its usage. Additionally, during absences where disability benefits are being paid, an employee may only utilize sick time if both the District and employer agree in writing to allow for its usage.
- f. Upon termination of employment, unused sick leave for which the employee is entitled to full pay will be counted as creditable service for purposes of the retirement system to the extent provided by state law ~~in Section 25-11-103 of the Mississippi Code~~ and the policies of the Public Employees' Retirement System.

2. PERSONAL LEAVE

- a. Each **full-time** licensed employee employed for less than twelve months will be credited with two (2) personal leave days with pay at the beginning of each school year.
- b. Personal leave shall not be taken on the first or last day of the school term, or on a day immediately prior to or following a school holiday, unless on such days an immediate family member of the employee is being deployed for military service.
- c. All personal leave will be subject to the prior approval of the **employee's** immediate supervisor. A suitable substitute shall be scheduled prior to the approval of a personal leave request. It is the intent of the Board that not more than ten percent of the licensed employees of a school be granted personal leave on the same date.
- d. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains with the District. Unused personal leave in excess of five (5) days will accumulate as sick leave.
- e. After the exhaustion of their two personal days with pay, first year licensed employees may be granted up to an additional three (3) days of personal leave under the condition that the District rate of pay for a substitute will be deducted from the pay of the absent employee. Similarly, second year employees will have one additional day of personal leave available to them under the same condition.
- f. When an employee is receiving workers' compensation or disability benefits, the employee will **only not** be able to utilize personal days ~~when both the employee and District agree in writing~~.

3. EDUCATIONAL LEAVE

After employment by the District for a period of two (2) continuous years, a licensed employee may ~~receive~~ **be granted** a leave of absence for educational purposes. A request for a such leave of absence must be submitted in writing by the employee **to his/her supervisor** explaining the reason for the leave. All leaves of absence must be approved by the Board and may be granted for the remainder of a semester and may be extended upon request for an additional semester of the same school year. The leave of absence may not extend beyond the expiration date of the contract of the employee. All educational leave will be unpaid unless otherwise specified.

4. LEGAL LEAVE

When a licensed employee is subpoenaed to testify in court in a case in which the employee is not a party or is summoned to serve on a jury, the employee will be granted leave upon 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.

5. EXHAUSTION OF LEAVE

Following the exhaustion of leave taken by a licensed employee, the employee must return to work. If the employee does not return to work within 3 work days following the exhaustion of leave, his/her employment may be terminated. However, the employee may petition the Board to extend the period of unpaid leave, and if exceptional circumstances are found to exist, **the request for extended** leave may be **granted.** ~~extended.~~

6. MILITARY LEAVE

Licensed employees who are members of a reserve **unit component** and who are required to attend military training while under contract to the District are entitled to full salary for up to fifteen days while on military leave. The fifteen days of military leave is a separate period from the employee's regular leave, and may not be deducted as personal or sick leave.

7. FALSE STATEMENTS

Any materially false statement by the employee as to the cause of absence may result in discipline up to and including termination of employment.

The Board authorizes the superintendent to establish procedures consistent with state and federal law and this policy.

LEGAL MCA §37-7-307 **§25-11-103**

REF:

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

[GCCA-E - Licensed Staff Leaves and Absences Donation Form.pdf](#)
ADMINISTRATIVE PROCEDURES

1. Definitions

- a. 'Licensed employee' means any employee of the District required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.
 - b. 'Catastrophic injury or illness' means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
 - c. **Except as stated in Policy section 1 b. iv,** 'immediate family' means spouse, parent, stepparent, sibling, child or stepchild.
2. Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television, the meetings of the state textbook rating committees or other meetings authorized by Board policy.
 3. Upon retirement from employment, each licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the District. Such payment for licensed employees shall be made by the District at a rate equal to the amount paid to substitute teachers. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in **MCA §Section 25-11-103(e)**. Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.
 4. Accumulated or future sick leave may be forfeited, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session.
 5. **Certified** Licensed employees may accumulate up to six **(6)** hours of leave before being charged **with any leave time,** ~~with one-half day leave.~~ **After accumulating 6 hours,** ~~the first half-day leave,~~ employees will be charged a half day for every four **(4)** hours of leave.
 6. Donation of Leave. An employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the District or another school district

who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

- a. The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the Human Resources office in writing of his or her designation.
- b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- c. A recipient employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the recipient employee’s supervisor.
- d. Before an employee may receive donated leave, he or she must provide Human Resources with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- e. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- f. Donated leave shall not be used in lieu of disability retirement.
- g. Once leave has been donated and used by the recipient, it cannot be reacquired for use by the donor. Further, donation of leave might affect retirement benefits in regard to carry-over leave and may have tax consequences.

Adopted Date: 2/22/2013

Approved/Revised Date:

District: Tupelo Public School District

Section: G - Personnel

Policy Code: GBBA - Professional Personnel Qualifications, Certifications and Duties

LICENSED STAFF QUALIFICATIONS

1. The Board is committed to increasing student achievement across the District, and thus seeks to employ highly qualified teachers in all District schools.
2. All candidates for a licensed position within the Tupelo Public School District must **submit and** have the required documentation and credentials on file at the ~~office of the superintendent~~ **Human Resources Department** in order to be considered for employment. Applicants' files lacking any of the required documents will be designated as inactive and will not be considered for vacancies within the District until completed. Upon submission of the required documents and credentials, application files will remain in an active status for one year. Inactive application files will be retained by the District for one year.
3. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

ADMINISTRATIVE PROCEDURES

1. In order to be considered for employment, **an applicant for** a licensed **position** ~~personnel~~ must produce the following documentation to the Human Resources office:
 - A. Copy of a valid Mississippi teaching license or a copy of a state license where reciprocity is recognized, and the appropriate endorsement
 - B. Verification of all applicable prior work experience
 - C. A completed Tupelo Public School District employment application
 - D. Three completed reference forms
 - E. Written permission for background check.

2. Emergency License
Applicants who qualify for an emergency license will be considered upon meeting the

current criteria established by the Mississippi Department of Education.

Adopted Date: 5/1/2013

Approved/Revised Date: