

## **PREFACE**

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative procedure or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative procedure, negotiated agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. A copy of the South Carroll School Board Policy Manual is available in the school office or library.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

**The district regardless of race, color, national origin, religion, sex, age, martial status and disability shall practice equal employment opportunity and treatment if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.**

**The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and may be contacted at the district office for additional information and/or compliance issues:**

**Supervisor of Instruction**

## STAFF ORGANIZATION

### **South Carroll County Special School District**

Mr. Tony Tucker      Director of Schools  
Ms. Teresa McDaniel Supervisor of Instruction  
Ms. Stephanie Smith District Bookkeeper/Secretary  
Ms. Myra Longmire District Bookkeeper/Secretary

### **Clarksburg School Administration and Secretary**

Ms. Angela Bartholomew      Principal  
Mr. Porsche McClerking      Assistant Principal  
Ms. Terri Johnson              School Secretary

### **Faculty**

Ms. Deborah Barger	Ms. Barbara McClure
Ms. Kellie Birdwell	Ms. Jenny Miller
Ms. Holly Carden	Ms. Susan Partridge
Ms. Kay Douglas	Ms. Brenda Patterson
Ms. Emma Espey	Ms. Sabrina Peterson
Ms. Tena Halter	Ms. Patience Radcliff
Ms. Felicia Hindman	Ms. Judy Roark
Ms. Kerri Foster	Mr. Brian Scott
Ms. Janice Lewis	Ms. Cathy Spears
Mr. Michael Limbaugh	Ms. Jeannine Stokes
Mr. Kim Lowe	Ms. Kayla Tharp
Ms. Gena Maddox	Ms. Vicki Todd
Ms. Christie Maloney	Ms. Tera Webb
	Ms. Erin Yarbro

### **Staff**

Ms. Kim Cobb  
Ms. Linda Denning  
Ms. Alicia Halter  
Ms. Mary Elizabeth Hastings  
Ms. Carol Limbaugh  
Ms. Joan Parish  
Ms. Kenna Bailey  
Ms. Rhonda Reed  
Ms. Carol Meggs  
Ms. Patsy Smith, LPN  
Ms. Sarah Orr  
Ms. Kim Jones  
Mr. Doug Jones  
Ms. Shelly Noble  
Mr. B.J. Higdon

### **Lunchroom Staff**

Ms. Tracy Allen, Food Service Manager  
Ms. Dianna Kirby  
Ms. Natelle Waugh  
Ms. Pam Reeves  
Ms. Carolyn Beacham  
Ms. Mona Ballard

### **Bus Drivers**

Ms. Amanda Phillips	#37
Ms. Karen Murphy	#62
Ms. Mary Elizabeth Hastings	#44
Ms. Amy Jones	#61
Ms. Janean Meggs	#14

## **GENERAL INFORMATION**

### **BOARD MEMBERS**

The Legislature of the state of Tennessee delegates to the Board responsibility to manage and control district schools. Board members, as elected by residents of this district are as follows:

Mr. Philip Moore, Chairman  
Mr. Kevin Hart, Vice-Chairman  
Mr. Cory Bartholomew, Secretary  
Ms. Christie Blount, Treasurer  
Mr. Tom Miller, Vice-Treasurer

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the third Thursday of each month at the Clarksburg School. Meetings begin at 7:30. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the director of schools in accordance with established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the director of schools to local building supervisors and administrators.

### **COMMUNITY USE OF BUILDING**

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

As classrooms may be scheduled for use outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

### **CONFERENCE AFFILIATION**

The district's high school is a member of the Tennessee Secondary School Athletic Association (TSSAA) and participates in recognized activities in the District with schools comprised of comparable enrollments and activity programs.

Clarksburg High School participates in the following TSSAA recognized activities:

Golf  
Boys and Girls Basketball  
Baseball  
Softball  
Cheerleading  
Cross Country

## **STAFF OPERATIONS**

### **ABSENCES**

**Staff members unable to report to work for any reason must notify the principal's office** as soon as possible to confirm that appropriate substitute arrangements have been made. Staff should check with on in-house substitute and then call someone else if necessary.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the principal or assistant principal by 2:30 P.M. whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may requests that a particular substitute not be called may be made in advance through the principal or assistant principal only. The district will make final decisions regarding substitute use or non-use. Staff members may arrange coverage personally with substitutes or others either for all day or temporary absences from their duties after notifying the principal or assistant principal of their intended absence.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the principal or assistant principal.

An absence must be documented the Leave Notebook located in the office for all staff absences, including absences due to school or district related activities. Forms are available through the office. Please see the school secretary.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and state law.

### **FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)**

#### *Purpose*

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

#### *Eligibility*

Anyone who has been employed for at least twelve (12) months by the school system or anyone who has at least 1,250 hours of service (Hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve month period.

#### *General Principles*

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse or parent who has a serious health condition. (Any female requesting leave due to pregnancy and childbirth shall be granted leave not to exceed four (4) months.)
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. A teacher may use up to thirty-days (30) of accumulated sick leave for the adoption of a child.

If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

3. The director of schools when determining the period of actual physical disability may require a physician's statement.
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

### *Restrictions*

1. For foreseeable leave, the employees shall provide the director of schools with at least thirty-(30) days written notice before the beginning of the anticipated leave.
2. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
  - a. the date on which the serious health condition commenced;
  - b. the probable duration of the condition;
  - c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
  - d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.
4. Once it has been established that the leave requested qualifies for FMLA, the director of schools/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that-

Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.

The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following payday.

5. Intermittent Leave – When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an unavailable alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.
6. Period Near the End of an Academic Term (*Professional employees*) – If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

### *Requirements of the Board*

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave
3. The Board may recover the premium paid under the following conditions:
  - a. the employee fails to return from leave after the period of leave has expired.
  - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

## **SICK LEAVE**

### **Professional Personnel**

The time allowed for sick leave for professional/support personnel shall be one (1) day for each month employed during the school year. Professional personnel shall accumulate sick leave for an unlimited number of days.

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

A signed statement listing the cause of absence on forms furnished by the director of schools shall promptly be given by the employee to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.

In case of doubt, the Board shall have final authority as to who is entitled to leave under this section and the time for which the leave may be allowed. A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days, which such teacher may accumulate during the remainder of the school year in which he/she is employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same school year. Upon termination of the employment of such teacher before days are earned or at the end of the school year, there shall be deducted from the final salary of such teacher an amount based on his daily rate of pay sufficient to cover the excess amount of sick leave days used by him/her and if such final salary is insufficient for this purpose the teacher shall be liable for reimbursement of any amount in excess of his/her final salary.

The principal shall notify the director of school's office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the director of school's office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty-days (30) of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

## **SUPPORT PERSONNEL**

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

Sick leave shall be cumulative up to the maximum number of one hundred (100) days.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician's certificate stating the reason for absence.

Support staff who work at least 27 hours per week are qualified to participate in TCRS (retirement plan) and sick leave if they choose.

## **ACCIDENT/INCIDENT REPORTS**

All accidents/incidents occurring on district property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal or assistant principal and school nurse immediately.

Reports should cover property damage as well as personal injury.

A completed accident report form must be submitted to the principal or assistant principal within 24 hours or the next scheduled district workday, because of new Workman's Comp regulations.

In the event of a work related accident or injury resulting in a hospital admission where medical treatment other than first aid is provided, the principal or assistant principal will inform the director of schools' office of the workman's comp claim.

If the hospital admission is for more than three (3) employees, the Tennessee Occupational Safety and Health Division (TOSHA) must be notified as required by law.

All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

## **BREAKS**

Scheduled breaks are provided to all support employees to ensure safety and efficiency. All support staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks. Employees are expected to adhere to the break schedule established by the principal, unless approved to work through their lunchtime. Deviation from the regularly scheduled break period requires prior approval.

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are expected to exercise continuous and vigilant care of all district-owned property. Such items as computers, musical instruments, and athletic equipment are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the principal.

District-owned equipment shall not be used for personal financial gain.

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund-raisers or other school related purposes **MUST** be logged on a log sheet, identifying checks and cash, and deposited in the office daily. At no time is any amount of money to be kept overnight or held during holidays or for long periods of time in classrooms.

## **CHECKOUT**

### ***Work Day Checkout***

Teachers may leave the building and district grounds during lunch as necessary after signing out in the office. Support personnel are permitted to leave the building and district grounds during their lunch break after signing out in the office, unless they have chosen to work during their lunch break. In cases of emergency, staff may sign out in the leave notebook after notifying the principal or designee you are leaving the building.

All staff is required to check out/in with the office. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

### ***Year End Checkout***

- A. Copy of all final exams (K-12). ( Principal)
- B. Grade books / verification sheets and attendance K-12.
- C. Number of students in class and names of students retained (K-12).
- D. List of students who owe money and the amount they owe.\*  
List of all repairs to room needed to be done during the summer. Clean room
- E. Room inventory (Note changes) ex. equipment removed
- F. Textbook Inventory, Students who did not return or the book was damaged.\*
- G. Teacher wish list.
- H. Student supply list for next year
- I. Yearly field trip report (this form was in the new field trip packet).
- J. Number of Inservice Days attended. Turn these forms in to (Supervisor of Instruction)
- K. Information on Permanent Records (school counselor)
- L. All fundraiser summaries turn in to school secretary



## **CHILD ABUSE REPORTING**

Any staff member who knows or has reasonable belief that any child under 18 years of age has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately give an oral report or cause an oral report to be made to the judge having juvenile jurisdiction or to the county office of the Department of Human Services or to the office of the chief law-enforcement official where the child resides. The principal, assistant principal or school counselor is also to be immediately informed.

Written documentation of this report must be completed and submitted to the principal's office or the counselor immediately. Forms are available in the office.

For the purpose of this section, abuse includes:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm; and
5. Sexual abuse and sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

Tennessee law provides that a staff member, who, based on reasonable grounds, participates in the good faith making of a child abuse report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **CLASSROOM SECURITY**

When leaving the classroom, locker room or other work areas between classes or at the end of the day, **teachers are expected to turn out the lights and secure all doors and windows.**

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Infection control procedures, including provisions for handling and disposing of contaminated fluids have also been established through Board policy and administrative procedures for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Tennessee Department of Health and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## **HBV\*/ Bloodborne Pathogens Training and Immunization**

Staff members designated as primary first aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination will be made available within 10 days of initial assignment to all staff that has been identified by the district as having occupational exposure. Report any occupational exposure to blood borne pathogens to [risk management/safety director]. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

### ***Infection Control Procedures***

The district has established appropriate hygienic and sanitation practices as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and bodily fluids is known to be infectious for HIV\*, HBV and/or blood borne pathogens.
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by in-continence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap if necessary.
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towel-lettes provided by the district, as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.

7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA)\*\* approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture-resistant, leak proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
14. If a first aid situation occurs, student should report to a person in authority, staff should report to a supervisor.

\*HIV - Human Immunodeficiency Virus  
AIDS - Acquired Immune Deficiency Syndrome  
HBV - Hepatitis B Virus

\*\*Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

## **COMPLAINTS**

### **Staff Complaints**

Staff member complaints of the interpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to principal or assistant principal for informal discussion and resolution.

If the complaint is not resolved informally, staff in accordance with Board policy and administrative procedures may initiate formal complaint procedures.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

### **Student/Parent Complaints**

The district recognizes that students and parents will make complaints from time to time regarding, staff performance, discipline, grades, student progress, and homework assignments. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she might submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the director of schools for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative procedures and negotiated agreements regarding the handling of complaints.

## **CONTRACTS AND COMPENSATION**

Contracts for staff members will be executed for all employees.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district and negotiated agreements.

## **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

### **"Fair use" guidelines are as follows:**

#### **Fair Use**

##### **I. Printed Materials**

##### **A. Permissible uses — district employees may:**

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
  - a. A chapter from a book
  - b. An article from a periodical or newspaper
  - c. A short story, short essay or short poem, whether or not from a collective work
  - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length
  - b. A complete article, story or essay of less than 2,500 words
  - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words whichever is less
  - d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical
  - e. An excerpt from a children's book containing up to 10 percent of the words found in the text

##### **B. All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information and copyright notice.**

##### **C. Prohibited uses — district employees may not:**

1. Copy more than one work or two excerpts from a single author during one class term
2. Copy more than three works from a collective work or periodical volume during one class term
3. Copy more than nine sets of multiple copies for distribution to students in one class term
4. Copy to create or replace or substitute for anthologies or collective works
5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets
6. Copy the same work from term to term
7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner

- D. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## II. Sheet and Recorded Music

### A. Permissible uses — district employees may:

1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course
2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case nor more than 10 percent of the whole work
3. Make for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class
4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, is any, altered or lyrics added if none exist
5. Copy complete works, which are out of print or unavailable, except in large works and used for teaching purposes
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes
7. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes

### B. Prohibited uses — district employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works
2. Copy works intended to be "consumable," such as workbooks, exercises, standardized tests and answer sheets
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies
4. Copy to substitute for purchase of music except as noted above (A.1., 2. and 3.)
5. Copy without inclusion of the copyright notice on the copy

## III. Television-Off-the-Air Taping

### A. Permissible uses — district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first 45 consecutive days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording. Unless authorized by the media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" form to the media supervisor for each program videotaped. The media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders
3. Use of off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period
4. Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention periods. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum
5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited Uses — district employees may not:

1. Tape off-air programs in anticipation of an educator's requests
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of time the program may be broadcast
3. Use the recording for instruction after 45-consecutive calendar days
4. Hold the recording for weeks or indefinitely because; a. Units needing the program concepts are not taught within the 45-day use period b. An interruption or technical problem delayed its use; or c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.
7. Exchange program(s) with other schools in the district or other school districts without the approval of the media supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
8. Use the recording for public or commercial viewing.
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

#### IV. Purchase and Use of Videotapes

##### A. Permissible uses — district employees may:

1. Use purchased videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction.
2. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction.
3. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.

##### B. Prohibited uses — district employees may not:

1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising entertainment or other applications outside the scope of direct instruction without public performance rights.

#### V. Computer Software

##### A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time.
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner.
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed.
4. Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement.
5. Make an archival copy of a rightfully owned disk that is labeled "archival" by software manufacturer.
6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is accessible to the owner-user if not otherwise prohibited by terms of a sales agreement.
7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

##### B. Prohibited uses — district employees may not:

1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so.
2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so.
3. Make or use illegal copies of copyrighted programs on district equipment.
4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board.
5. Make copies of software provided by a software publisher for preview or approval.
6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;



7. Make replacement copies from an archival or back-up copy;
8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
9. Make multiple copies of the printed documentation that accompanies copyrighted software.

C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## VI. Reproduction of Works for Libraries/Media Centers

A. Permissible uses -- district employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
3. Make single copies of articles or sound recordings or an excerpt of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

B. Prohibited uses -- district employees may not:

1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
2. Copy without including a notice of copyright on the reproduced material.

## VIII. Performances

A. Permissible uses -- district employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.  
This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. **Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.**

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

All persons applying for a position as a teacher or for any other position requiring proximity to school children are required to file in writing, in advance of employment on forms provided by the Board, an application stating whether the applicant:

1. Has been convicted of a misdemeanor or a felony in this state or in any other state;
2. Has been dismissed for any of the following causes: incompetence; inefficiency; neglect of duty; unprofessional conduct and insubordination.
3. Has or will provide a copy of a written resignation to the most recent local board where such person was employed at least thirty (30) days prior to the beginning date of such person's employment with the Board to which the application has been made.

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a class (A) misdemeanor, which must be reported to the District Attorney General for prosecution.

Additionally, all persons applying for any position requiring proximity to schoolchildren shall be required to:

1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
2. Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

The applicant as required by the Tennessee Bureau of Investigation in conducting such investigations of applicants, must pay fees the first time such applicant applies for a position with the Board. The Board shall reimburse the applicant if the applicant accepts a position as a teacher. Substitute teachers, school maintenance employees, food service and transportation employees shall be reimbursed for criminal history checks and fingerprinting.

## **CURRICULUM**

Curriculum maps and state standards are available for all courses taught in the district. Curriculum maps reflect a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their diverse learning rates and styles.

Deviations from established curriculum, textbooks and instructional materials are not permitted without the approval of the Instructional Supervisor. Teachers with questions should contact the Supervisor.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. Please see the Supervisor of Instruction for an explanation of "best practices."

## **DAILY BULLETIN/ANNOUNCEMENTS**

A daily bulletin is prepared by office staff and either emailed or placed in staff mailboxes, and or written on the white board in the staff room. All staff is asked to provide time at the beginning of 3rd block each day to read the daily announcements to their students. This will keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students and cut down on classroom interruptions over the intercom.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it in to the office no later than 3:00 P.M., one day in advance of the announcement. Announcements generally will only be run one day unless otherwise authorized.

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of negotiated agreements, and applicable law.

## **DRUG-FREE WORKPLACE**

No staff member shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act 921 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of the district's drug-free workplace policy. The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include suspension, dismissal and/or referral for prosecution.

Within 30 days of a staff member's criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take appropriate action with regard to the employee which may include discipline up to and including dismissal and/or;
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

## **INTERNET USE**

As a condition of using SCCSSD telecommunications equipment, I understand that access to telecommunications network (e.g. the Internet) is a privilege, and agree to the following:

1. SCCSSD has the right to review any material stored on any system provided by the district and to edit or remove any material. I waive any right that I may otherwise have in and to such material.
2. All information and services are available for information purposes in pursuit of SCCSSD goals.
3. I release the SCCSSD and its officers, employees, and agents from any claims and damages arising from my use of the telecommunication network.
4. All cell phone will have wifi turned off to prevent logging on to the school internet.

I have read and agree to comply with the SCCSSD Acceptable Use Policy Agreement. And by signing this handbook, I understand that any violation of the regulations is unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoke, and disciplinary action may be taken up to and including termination of employment.

## **E-MAIL**

Electronic mail capability among district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. **Faculty and staff need to check their email daily.** Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

**Teachers are instructed not to check their e-mail while students are in the room.**

## **TECHNOLOGY IN THE CLASSROOM**

**The district believes that technology and computer-assisted communications (Internet) is vital to students' success and encourages its use when it supports curriculum and advances the learning process.**

**Teachers or other staff members are responsible for the monitoring of students using technology when the student is under their supervision and should be prepared to constantly walk around the room to continually monitor student technology use.**

**Teachers shall:**

- **Situate computers so screens can be easily viewed.**
- **Never leave students alone in the classroom while accessing the Internet.**
- **Enforce the school discipline policy when students are in violation of the Acceptable Use Policy.**
- **Provide alternate activities for students who do not have a signed Acceptable Use Policy on file.**
- **Enforce the school discipline policy for any plagiarism or copyright violations by students.**
- **Enforce the use of technology for educational purposes only.**

**Since many Internet sites contain unreliable content, teachers are encouraged to provide students with a list of approved, previously viewed sites for research projects.**

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

The following radio and television stations regularly report delayed openings and school closures:

101 FM WHVR Radio	Channel 2 WKRN TV Nashville
106.9 FM WWYN Radio	Channel 3 WREG TV Memphis
1530 AM WDAP Radio	Channel 4 WSMV TV Nashville
104 FM WTNN Radio	Channel 5 WTVF TV Nashville
93.7 FM WTKB Radio	Channel 5 WMC TV Memphis
98.3 FM WRJB Radio	Channel 7 WBBJ TV Jackson
101.5 FM WAKQ Radio	

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and with each staff member throughout the building.

## **EVALUATION OF STAFF**

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal and discipline.

Evaluations shall be conducted as outlined by the Tennessee Department of Education-TEAM Model. Support staff will be formally evaluated annually.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements and guidelines issued by the Tennessee State Board of Education-TEAM Model.

## **FAIR LABOR STANDARDS ACT**

The director of schools will set regular working hours for all support staff. Support staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the director of schools.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy and administrative regulations.

Administrators, directors and/or supervisors shall give written notice to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes normal working hours:

- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement is given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

## **FUND RAISING**

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the Administration prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising must not interfere with or disrupt school. Fund-raising request forms are available on the website under Teacher Forms.

All money raised must be logged, receipted if necessary and deposited with the school office on a daily basis.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

## **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$100 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the Principal's approval.

School policy prohibits the solicitation of staff by sales people, other staff or agents during on-duty hours without approval. Any solicitation should be reported at once to the Principal.

## **EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES**

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or

supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his decision.

## **HARASSMENT/DISCRIMINATION GRIEVANCES**

Employees should notify any district complaint manager if they believe the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. *Filing a Complaint:* An employee who wishes to avail him or herself of this grievance may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.
2. *Investigation:* The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, of his or her findings with the director of schools. If a complaint of sexual harassment contains allegations involving the director of schools, the written report shall be filed with the Board. The director of schools shall keep the Board informed of all complaints.
3. *Decision and Appeal:* After receipt of the complaint manager's report, the director of schools shall render a written decision within five (5) days of the receipt of the report which shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding, which shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a Board hearing.

Inquiries regarding compliance with Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or Title VII of the Civil Rights Act of 1964 may be directed to:

Director of Schools  
South Carroll County SSD  
145 Clarksburg Road  
P.O. Box 219  
Clarksburg, Tennessee 38324-0219  
(731) 986-4534

## **APPOINTING COMPLAINT MANAGERS**

The director of schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. All complaints should be addressed to the complaint managers of the South Carroll County Special School District. Complaint managers are as follows:

Clarksburg School Principal  
Clarksburg School  
145 Clarksburg Road  
P.O. Box 219  
Clarksburg, Tennessee 38324-0219  
(731) 986-3165

Federal Rights Coordinator  
South Carroll County SSD  
145 Clarksburg Road  
P.O. Box 219  
Clarksburg, Tennessee 38324-0219  
(731) 986-4534

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Teachers may use Guest speakers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the Principal of the date, time and nature of the presentation whenever such use is planned.

Prior approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, guest speakers are to be given in writing the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Smoking is not permitted on school grounds or while speaking to or consulting with students;  
and
3. Sexist, racist remarks or derogation of any group or individual is prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.



## **HARASSMENT**

Harassment is strictly prohibited on district property including non-district property while a staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability and sex. The use of school mail, staff mailboxes, or school e-mail to harass students or teachers may result in suspension or dismissal.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The staff members' submission to the conduct or communication is made a term or condition of employment; or
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment; or
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance; or
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the Principal, Instructional Supervisor, or Director immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Tennessee Department of Labor, Civil Rights Division or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

## **INVENTORY**

The director of schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly filed with the principal's office for accounting purposes.

Each school shall maintain a complete inventory with a duplicate maintained in the central office.

## **JURY DUTY**

When a teacher is summoned for jury duty, he/she shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty. The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that he/she had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.

## **Court Appearances**

If a teacher appears in state/federal court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears on behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff or witness in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

## **KEYS**

The Principal issues keys to all staff. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff is expected to follow the following key control procedures:

1. **The duplication of keys is prohibited;**
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. **Keys may not be loaned to students or to individuals not employed by the district.** Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal immediately after discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member, to whom the key(s) have been issued, in the following amounts:
  - a. Room or other keys--\$10;
  - b. Master key -- \$45;
  - c. Maximum charge -- \$60.

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis and should include any planned movies, projects and/or guest speakers. The Principal must approve movies and guest speakers. Lesson plans are to be submitted by email to the building principal, assistant principal and supervisor no later than 7:45 A.M. Monday for the upcoming week. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal and supervisor. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the administration for evaluation purposes.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent review.

## **LICENSE REQUIREMENTS**

Teachers offered employment in the district must present their original teaching license to the personnel office.

Applicants who fail to present their license prior to the beginning of school or the first day employment is to begin will not be employed until such license has been submitted.

Licensed staff is required to submit copies of all license endorsements to the personnel office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

## **MAIL AND DELIVERY SERVICES**

**All staff are to check their mailboxes before school, noon and after each working day and remove mail daily.** Students should not pick up mail from staff mailboxes. Mailboxes are for incoming mail and **should not be used as storage boxes for books and other things.**

District mailing and postage may be used for school district business only.

## **MATERIALS DISTRIBUTION**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be referred to the principal or Assistant principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff is expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

Meetings sponsored or called by professional employee organizations during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitation imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints, as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not interfere with district duties.

When expressing opinions, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PERSONNEL RECORDS**

The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. Employees shall be granted an opportunity to respond in writing to material placed in records;
3. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;
4. Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number or driver license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee.
5. A record of the person inspecting and the date of inspection shall be recorded; and
6. Copies of records may be made under rules determined by the director of schools.

All records containing medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential in a separate file from personnel records.

## **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

Teachers shall be allotted a duty-free planning period of at least two and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching and attention to major improvement. This time should be spent in your room or teacher workroom working on classroom related or school related activities.

## **PROGRESS REPORTS**

Teachers are expected to report their students' progress to the students and their parents. Report cards are issued at the end of each quarter grading period.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and their parents of academic deficiencies.

## **PURCHASE ORDERS**

Any staff member may incur no obligation unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

**No purchase** of any kind can be made until a request for a P.O. has been made and approved. Request forms are located under Teacher Forms on the website. Purchase order dates **HAVE** to be dated prior to any purchases made by any school employee.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

All other purchases are subject to the Board's policy governing Bidding Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Director for details.

## **RELEASE OF GENERAL STAFF INFORMATION**

Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours.

Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number or driver's license information except where driving or operating a

vehicle is considered to be a part of the employee's duties, unless the employee expressly authorizes release of this information.

The district may also disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member; and
3. The information is related to job performance;

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

## **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Principal.

Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## **RESIGNATION OF STAFF**

A teacher shall give the director of schools notice of resignation at least thirty-days (30) before the effective date of the resignation. A teacher, who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty-days (30) notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract, which the teacher has entered into with the Board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The director of schools for justifiable reason may waive the ten (10) working days.

## **RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

## **SAFETY COMMITTEE**

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections monthly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from non-school sources require the approval of the principal prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

## **STAFF CONDUCT**

All staff is expected to conduct themselves at all times in a manner that conforms to Board policy and administrative procedures.

Additionally, all licensed staff is expected to adhere to the *Tennessee Educator's Association Code of Ethics of the Education Profession*.

### ***Preamble***

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

The *Code of Ethics of the Education Profession* indicates the aspiration of all educators and provides standards by which to judge conduct.

### ***Principle I - Commitment to the Student***

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

*In fulfillment of the obligation to the student, the educator -*

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation unfairly;
  - a. Exclude any student from participation in any program.
  - b. Deny benefits to any student.
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

### ***Principle II - Commitment to the Profession***

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

*In fulfillment of the obligation to the profession, the educator -*

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his or her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute.



4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague, nor allow students to make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

## **STAFF DEVELOPMENT AND TRAVEL REINBURSEMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the district office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require Supervisor of Instruction prior approval. Forms are available in the district office.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

Travel will be reimbursed at the state rate.

### **South Carroll County Special School District Procedures for Control of Equipment**

Written policies and procedures for control of Local and Federal equipment is to be filed with the Tennessee Department of Education. This plan is more comprehensive than board policies Purchasing.....2805, 2.806, 2.8.8. Equipment supplies and Management.....3.300, 2.403 and 6.311, Inventories.....2.702 and advertising .....1.806

### **Definition of Equipment**

Every local educational agency (LEA) should have an approved definition of *equipment*. If there is none, the state of Tennessee definition of *equipment* applies as follows: *equipment* is “all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) purchased with an object code of 16 with a unit cost of \$5,000.00 or more and a minimum useful life expectancy of three years. Freight charges and installation cost should be included as cost of equipment. *Sensitive minor equipment* is defined as “items purchased with an object code of 099 with a cost between \$100.00 and \$5,000.00.” It includes sensitive items such as computers, external computer peripherals, weapons, etc., as determined by the State Personal Property Section.

## **Property Management and Care**

- The LEA will notify local law enforcement when school or system property has been stolen or damaged. This includes feral, state, and local property on the school premises or on a school sponsored activity. The LEA will furnish serial numbers, descriptions or other information required in order to assist the retrieval. Copy of letter will be sent to the Comptroller per TCA-8-19-01 thru 504. Item/s will be removed from the POST and letter mailed to director of federal projects. Care and maintenance will be as needed. Equipment in need of repair will be reported to the building principal or federal projects director.

## **Purchase of Equipment**

- All purchases are required by local LEA to have a purchase order. All federal projects require the federal projects director to sign all P.O.'s. The central office book keeper has been given permission to pay P.O's and sign. All federal projects prior approval of equipment purchased over the cast of \$5,000.00. Before equipment is put into use it must be coded in the POST inventory. All purchased items must be labeled as required by EDGAR. Purchased equipment must meet the allowable conditions for the federal project requirements and guidelines. The paraprofessional working out of the principal's office will maintain equipment database. The database will be updated whenever equipment is purchased, moved, or disposed.

## **Property Disposition**

- All equipment ready for disposition will be assessed by the LEA as to its residual value. Equipment sold for a fair market value of \$5,000 or more requires that the federal government receive a fair share. Money from sale is to be put back into the federal project from which it was sold. A letter to request disposition of equipment with an original cost or fair market value of \$5000 or more will be submitted to the executive director programs prior to disposition. Disposition of equipment may occur to other federal programs within the school/system.
- Equipment may be disposed of with no obligation to the federal government, if **ALL** of the following criteria are met:
  - Equipment is no longer needed in the current program.
  - Equipment is not needed in other programs currently or previously funded by a federal agency.
  - Equipment item has a current per unit fair market value of less than \$5,000.
  - If the LEA disposes of equipment with a fair market value of less than \$5,000, the proceeds must be used to support the program for which the equipment was purchased. The LEA must submit an equipment disposition summary to the State (through the Management Consultant) for review.
  - If the equipment's fair market value is more that \$5,000, the LEA must submit a cover letter with supporting documentation as per the forms provided by the Office of Management Services to their Management Consultant for review and submission to the Office of Management Services.
  - Once approval is provided, the LEA may proceed with the disposition process. If items are to be sold after approval of the disposition, the proceeds must be used to support the program for which the equipment was purchased.
  - Documentation of such sale and use for the program must be maintained.
  - If authorized or required to sell property, proper sales procedures must be established to ensure the highest possible return. Equipment will be sold at bid or auction to highest bidder.

## **Physical Inventory Procedures**

- The LEA will require an annual audit of equipment log/database of school's and central office inventories of equipment. The physical inventory will occur each year before the close of the fiscal year. Changes in location, theft, damage or disposition of equipment will be noted at time of occurrence. The school will maintain a classroom inventory to be submitted to the central office and to the building principal at the end of the school year. Items purchased with federal money will be checked with the POST inventory. If items are found that have not been entered in, corrections will be added. An inventory exception report will be generated for items not showing a current inventory date. Correct procedure will be followed for items that can not be located.

## **STAFF DRESS AND GROOMING**

**All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand, and adhere to the dress code set down in the student handbook for faculty and students alike. Casual day will be Friday only. (Bluejeans are to be worn on Fridays only or special dress down days.)**

**Teaching, as a professional, demands setting a good example for students in every possible way. As adults and professionals, teachers should to be guided in their grooming habits by what is most generally acceptable in the business and professional world. Dress codes are to be followed for all school related events, on or off campus.**

## **STAFF ETHICS**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that may be perceived as a conflict of interest with their duties and responsibilities as employees of the district.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

## **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building as necessary and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;

- b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which any other worker; is using;
  4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
  6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
  7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
  8. Employees observed working in a manner, which might cause immediate injury to either themselves or other workers, should be warned of the danger;
  9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition, which might result in injury to others unfamiliar with existing conditions;
  10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
  11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
  12. Any materials, which might cause an employee to slip or fall, shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
  13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES**

The district encourages all staff to participate in community activities, which have the improvement of the general welfare of the community, state and nation as their objectives.

## **STAFF INVOLVEMENT IN DECISION MAKING**

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the Director or Principal for additional information regarding possible building and district level committee work that may be available.

## **STAFF/PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

**In the case of joint custody, it is the responsibility of the parents to provide the district, in writing,** any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

## **STAFF/STUDENT RELATIONS**

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending the same courtesy and respect that is expected of students; and
4. Treating all students with consistent fairness.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

## STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff is expected to "pitch in" as needed, to help keep this gathering area clean and orderly. If you make a mess around the Ellison Machine PLEASE clean it up.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

## SUBSTITUTE TEACHERS

The authorization of all school system positions rests with the South Carroll Board of Education; therefore, personnel selected for employment must be reported to the Board on a regular basis. Names of substitute teachers are presented to the Board for approval each school year, and a list of certified substitute teachers is maintained by the Director's office.

Prospective substitute teachers must make written application through the Director's office. The application should include references from previous employers or people who can attest to the applicant's effectiveness and character. The Director will conduct interviews and select personnel who are best suited for the position.

**Qualifications:** Substitute teachers must have good moral character and sound physical, mental and emotional health. They are employed to replace teachers on sick, professional or personal leave or to fill temporary vacancies. (A temporary vacancy is a vacancy that exists until a certified teacher is available and employed.) Substitutes must have a high school or a G.E.D. diploma. In addition, they are required to earn a certificate through a three hour seminar provided by the school district and must undergo a criminal background check. Substitutes must serve a minimum of five (5) days before being reimbursed by the school for the cost of the background check. (Substitutes must be retrained every two years.)

**Duties and Responsibilities:** Substitutes must pick up instructions and sign in at the principal's office before beginning work. They should arrive in the classroom by 7:45 a.m. Substitutes are expected to follow guides left by teachers and should not improvise lessons. Also, they should keep the classroom neat and clean and monitor lighting and room temperature. Too, they should accompany students to and from restrooms, the cafeteria, physical education and library—keeping students under control at all times. Likewise, they must familiarize themselves with fire and crisis drill procedures and take all necessary precautions to ensure students' safety.

Substitutes, like regular teachers, are role models. They shall assume all duties of the teacher for whom they are teaching and should exhibit the same professional behavior expected of a regular teacher. For example, they must respect confidentially, follow school rules and Board policies, practice teamwork, be consistent, use appropriate language and behavior, avoid acts of insubordination, show enthusiasm, dress appropriately, control the class, gain students' respect and always act in the best interest of students. (Substitutes cannot administer corporal punishment and should notify the office immediately if disciplinary assistance is needed.) Substitutes should not call another substitute to work for them. Instead, they must contact the teacher or the office.

## SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

**All teachers are expected to be at their classroom door prior to the arrival of students unless otherwise assigned. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.**

**No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.**

**During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.**

## **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

## **TECHNOLOGY RESOURCES**

The district's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The district reserves the right to monitor all technology resource activity.

The district's technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and its goals. Commercial use of the district's system is strictly prohibited.

## **TELEPHONES**

Telephones are available throughout the building for staff convenience. Staff members are responsible for all costs related to long distance calls made for personal use. **All long distance phone calls must be logged into phone log sheets, and relayed to Ms. Terri for payment.**

Cell phones should be used for long distance calls and should not be done during instruction time and in the presence of students.

## **TOBACCO-FREE ENVIRONMENT**

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and

in district-owned vehicles. Tobacco use is prohibited in all district buildings. Smoking is permitted in designated smoking areas only.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

## **TUTORING**

No tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to district procedures;
3. District authorized and/or sponsored programs.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without written permission from the Principal.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted in the staff room and office at least five working days prior to closing the application period.

The Director may authorize voluntary and involuntary transfer of staff members for the efficient operation of the schools and in accordance with district procedures and negotiated agreements.

## **HOLIDAYS**

The following holidays with pay are established for employees of the district. Depending on the length of an employee's contract, paid holidays are as follows:

New Year's Day  
Martin Luther King, Jr.'s Birthday  
President's Day  
Good Friday  
Memorial Day (11- and 12-month employees only)  
Independence Day (12-month employees only)  
Labor Day  
Columbus Day  
Thanksgiving, and the day following Thanksgiving  
Christmas Eve  
Christmas Day



## **VACATIONS**

School personnel who are employed on a 12-month basis shall be eligible for a one-week vacation with pay after one full year of employment. A two-week vacation with pay shall be provided at the completion of two full years of employment and thereafter. The director of schools shall approve the time of the vacation. Vacation time is not cumulative. Vacation will not be reimbursed upon termination of employment. Personnel employed for less than twelve months are not eligible for vacation with pay. Employees who regularly work less than a full day shall receive vacation or holiday pay equal to the usual daily rate of pay.

Board Policy 5.310

## **VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner, which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

The use of volunteers requires prior approval of the principal or assistant principal.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent.

All medication will be kept in locked storage in the nurse's office unless a student must carry medication on his/her person during the school day.

Generally, medication for students in grades K-8 will be administered by the nurse or designated staff. Each time medication is administered a record noting date, time, amount and name of the staff member administering the medication must be made. In the event a student must carry an inhaler on his/her person during the school day, a statement signed by the physician and the parent must be provided to the office authorizing such use.

Teachers are expected to assist in remembering when scheduled medications are to be administered to the student. If the student refuses to take medication, teachers or persons in charge of administering medication shall notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

The Principal, in consultation with a health care professional, may allow students to self-medicate. All such decisions are based on the appropriateness of the student to self-medicate and the general safety of other students. Students in grades 9-12 are generally permitted to self-administer medications in accordance with the following procedures:

1. Any prescription and/or over-the-counter medications required for use longer than two

- weeks may be permitted only upon written request from the parent;
2. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent;
  3. All medication must be in its original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instruction “p.r.n.” (As needed) must include information as to the maximum dosage;
  4. The student should only have the amount of medication needed for that school day;
  5. All medication is to be kept with the student or stored in his/her locked locker;
  6. Sharing or borrowing of medication is strictly prohibited.

The right to self-administer medication may be revoked by principal if there are any abuses of these procedures.

### **AIDS, HIV AND HBV\* HEALTH EDUCATION**

Parent, teachers, administration, local health department staff and others have developed an AIDS, HIV and HBV curriculum cooperatively. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

Teachers are expected to notify parents of minor students in advance that the material regarding AIDS/HIV/HBV will be taught. Any parent may request his/her student be excused from the class.

- \* AIDS - Acquired Immune Deficiency Syndrome
- HIV - Human Immunodeficiency Virus
- HBV - Hepatitis B Virus

### **ASSEMBLIES**

Students are required to attend all assemblies. Those who refuse are to be referred to the office. All teachers are assigned to specific supervision duties during assemblies, usually in the gym, and are expected to be in their assigned areas.

A staff member may remove student/students from an assembly as deemed necessary. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

### **ASSIGNMENT OF STUDENTS TO CLASSES**

The assignment of students and classes to teachers is the responsibility of the principal. Parents have the right to discuss student class assignments with the principal.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the principal.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the school counselor or when otherwise notified by the office.

Any students with the proper add slip or whom the school counselor has otherwise added to a particular class, is to be admitted to class! Teachers with questions regarding a student's placement should contact the school counselor.

## **CLASS INTERRUPTIONS**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

## **COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS\***

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in the Minimum Rules and Regulations of the Tennessee State Board of Education and rules of the county health department. Services generally will not be provided students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure.

Students infected with HIV shall not be denied enrollment in school. If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be under the direct supervision of the director of schools.

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. Staff members will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team with the written consent of the parent/guardian.

***Under no circumstances shall information identifying a student with AIDS be released to the public.***

\*HIV - Human Immunodeficiency Virus, HBV - Hepatitis B Virus, AIDS - Acquired Immune Deficiency Syndrome

## **CONTESTS FOR STUDENTS**

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

## **CORPORAL PUNISHMENT**

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable. In no instance shall it be used with such severity as to cause bodily injury;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, and size, physical and emotional condition of the child.

A discipline record shall be maintained and shall contain the name of the student, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of the punishment.

Discipline records shall be filed in the school office and made available to parents or students, whichever is appropriate.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individual education program which has been signed by the parents and is carried out according to district procedures.

**Students are not to be administered corporal punishment more than once during any given school day.**

## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## **DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION**

The district will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other

dangerous substances) in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off school property.

Given the extensive use and the formal and informal promotion of alcohol, tobacco and drug use in society, the school has an obligation to provide drug education that emphasizes prevention, describes intervention and referral procedures and outlines consequences.

An age-appropriate alcohol/drug prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, programs of activities, which meet the requirements of the alcohol/drug prevention rules, have been developed. At least annually, senior high school students will receive age-appropriate instruction.

Each year a planned staff development and public information program that addresses the needs and responsibilities is developed by the director of schools for the entire staff. The program includes current basic alcohol and drug information and an explanation of district and school alcohol and drug policies, procedures and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug and alcohol program that best meets the needs of district students.

## **EMERGENCY DRILLS**

The principal shall be responsible for ensuring that a sufficient number of drills are conducted in order to give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every month during the school year, with an additional fire drill to be conducted within the first thirty (30) days of operations. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is one long bell. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, water fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and close door;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted student to the principal's office.
5. If all students are accounted for signal by raising your hand;
6. Upon "all clear" signal, announced by administration, escort students directly back to class and check roll.

The warning signal for a tornado alarm/drill is two long bells. Upon the sounding of a tornado alarm, teachers are required to:

1. Immediately direct all students to the designated safe area;
2. The proper positions that students may take in shelter areas are listed and explained. One of the following positions should be used:
  - a. Rest on knees, lean forward, cover head with arms;
  - b. Sit on the floor, cross legs, cover head with arms;
  - c. Stand and cover head with arms. Wraps or coats, when available, should be used as covering.

3. Students and teachers shall remain in the assigned safety area until the “all clear” signal, announced by administration, is given.

The warning signal for an earthquake alarm/drill is three short bells. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “duck, cover and hold”. Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and backs towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the principal’s office.
5. Upon “all clear” signal, announced by administration, escort students back to class and take roll;
6. If outdoors during an earthquake, direct students to move away from the buildings and other overhead objects. Crouch low to the ground and protect head and neck.

## **FEATURE FILMS/VIDEOS**

Approval by the Principal is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G for K-8, or PG for 6-12 may be authorized for classroom use. Any films or videos shown in the classroom should be of educational value and used for instructional purposes.

Requests are to be submitted to the Principal.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

## **FIELD TRIPS AND SPECIAL EVENTS**

The Principal may authorize field trips and other student activities involving travel when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the Principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. The Board must approve any overnight trips or out-of-state travel.

## **GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the school and the home. As a close working relationship between the school and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices including telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

A - 93 – 100

B - 85 – 92

C - 75 – 84

D - 70 – 74

F - Below - 70

Grading will be on a nine-week basis in grades K – 12.

Student attendance may be considered in awarding credit for work, however student attendance may not be used as a sole criteria for grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardian that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
3. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

## **HOMEWORK**

Teachers may assign homework which is expected to increase in complexity with the maturity or grade level of the student.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be of design to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

## **MAKE-UP WORK**

A student who has been absent from class shall be permitted and is expected to make up those assignments that he/she has missed.

Any student truant from school will be permitted to make up missed work at the discretion of the principal and teacher.

A student suspended from school will not be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension/expulsion. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

## **RETENTION OF STUDENTS**

**Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.**

## **MEDIA ACCESS TO STUDENTS**

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the office for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MOVING CLASS/HOLDING CLASSES OUTDOORS**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.



As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the Principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior approval by the Principal is required for all such activities.

## **NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS**

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise monies for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district, which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets, which will assist parents who have questions about selection of such activities.

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

## **RESUSCITATION**

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

## **SPECIAL PROGRAMS/SERVICES FOR STUDENTS**

### **ALTERNATIVE EDUCATION PROGRAMS**

Alternative educational programs have been developed to meet the needs of students unable to succeed in regular district programs in compliance with state requirements. The involvement of staff, parents and the community in recommending alternative programs for Board approval is encouraged.

Alternative programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative educational option.

If a student is not successful in the alternative program, there is no obligation to propose or fund a second alternative.

The district provides individual notification to students and parents regarding the availability of alternative programs (1) semi-annually; (2) when new programs become available; or (3) under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case-by-case basis;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance at age 16 or 17 as provided by law.

Teachers with questions concerning available alternative programs should contact Ms. Colling or Ms. Barger

### **ASSESSMENT PROGRAMS**

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities.

Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

The district's assessment program consists of the following: TN Ready RLA, Math Science , Social Studies and Explore, Plan, and ACT.

The Test Coordinator will announce dates for district and state assessments as designated by state requirements.

## **BILINGUAL EDUCATION**

Students whose primary languages are languages other than English are provided appropriate assistance through the district's English-as-a-Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translation, materials selection, special curriculum development, etc., should contact the Supervisor of Instruction.

## **BREAKFAST/LUNCH PROGRAMS**

The district participates in the National School Lunch and Breakfast programs.

Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

Lunch charges for staff members are the same as for students.

## **COUNSELING AND GUIDANCE PROGRAM**

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the area of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly or by contacting the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teachers with counseling responsibilities are expected to respect fully the right of privacy of those with whom they enter counseling relationships.

Confidentiality is not to be abridged except:

1. Where there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's best interest; or
3. When the student waives this privilege in writing.

## **CRISIS PREVENTION/RESPONSE PROGRAM**

See School Safety and Drug Free Plan

## **HEALTH SERVICES PROGRAMS**

The district has an established health services program, which provides:

1. Pertinent health information on students, as required by Tennessee statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The district's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities in these areas.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be provided to any student whose health or impairment causes him/her to be absent from school for at least ten (10) days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

## **LIBRARY/MEDIA SUPPORT SERVICES**

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, videotapes, laser disks, sound filmstrips and other instructional media materials maintained by the district.

Additional supplemental materials may also be available through the local education service district and/or state library system.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

## **MULTICULTURAL EDUCATION**

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

The development of community partnerships and curriculum, which use every opportunity to present the many ethnic, racial and religious strands, that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

### **PREGNANT/PARENTING STUDENT PROGRAMS**

The district advocates the right to continue public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities unless physically unable.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly provided school program.

### **PSYCHOLOGICAL TESTING SERVICES**

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrics employed for this purpose or by interns under their supervisions. Psychological evaluations may be made only with the informed and written consent of parents.

All student records, including psychological records of students' are confidential. Written parental consent is required prior to the release of any such data.

### **SPECIAL EDUCATION SERVICES**

Students ages 0 through 21 living in the district who have been evaluated and found eligible for services or programs for students with disabilities are served by the district's special education department.

The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Educational Program (IEP).

Students with disabilities are to be educated with students without disabilities to the maximum extent possible. Special placements or separate schooling are provided only when the nature of the disability is such that education in the regular classroom with the use of supplementary aids and services cannot be achieved satisfactorily or affects the health or safety of the student or others.

Placements are made by the child's IEP team, which consists of special education staff, the student's teacher, or if the student does not have a regular teacher, a teacher qualified to teach a student the same age, the student's parents, the student when appropriate and other individuals at the discretion of the parent or district.

Teachers with questions regarding the referral and placement process should contact the Director of Special Education or a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

## **STUDENT ASSISTANCE PROGRAM**

The district recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse effect on their behavior, conduct or academic performances in school.

In order to assist students to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program.

Referral forms and procedures are available through the counseling office.

## **TALENTED AND GIFTED PROGRAMS**

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as cultural and ethnic minorities, disadvantaged, underachieving gifted and disabled learners may also be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading as may be necessary to meet the needs of identified students.

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the Director of Title Programs.

## **TITLE I PROGRAMS**

In order to help meet the needs of disadvantaged students, the district participates in Title I, federally funded programs that provide basic instructional services for educationally disadvantaged students who live in targeted low-income areas.

Students identified in need of Title I services are provided instruction on a daily schedule. Title I staff will meet with individual teachers regarding scheduled instruction.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Director of Title Programs.

## **STUDENT ACTIVITY FUNDS**

All monies raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. **All student activity funds (PO's) must be approved prior to expenditure.**

The members of that organization and their staff adviser for disbursement must approve all expenditures from a specific account of a student activity fund related to another school-recognized student group. Funds derived from authorized clubs and organizations shall be expected to benefit the specific club or organization raising the funds and to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

## STUDENT CONDUCT

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative procedures specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff.

Teachers may also develop student conduct rules unique to individual classrooms. All such rules must be consistent with district policy and local building administrative procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

Classroom rules and consequences are to be submitted to the building principal for review and approval.

## STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be submitted. Students who are detained after school are not to be left unsupervised during their detention.

## STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into levels of categories, severe violations and minor violations. These are listed in the Student/Parent Handbook. The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

### Discipline Procedures

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

<b><u>Misbehaviors: Level I</u></b>	<b><u>Misbehaviors: Level II</u></b>	<b><u>Misbehaviors: Level III</u></b>	<b><u>Misbehaviors: Level IV</u></b>
Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.	Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent direct threat to the health and safety of others, but whose educational consequences are serious	<u>Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school.</u>	Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement

	enough to require corrective action on the part of the staff member.		authorities, and action by the Board.
<b>Examples (not an exclusive listing):</b> <ul style="list-style-type: none"> <li>classroom disturbances</li> <li>classroom tardiness</li> <li>cheating and lying</li> <li>abusive language to other students,</li> <li>non-defiant failure to do assignments or carry out directions out of assigned area</li> </ul>	<b>Examples (not an exclusive listing):</b> <ul style="list-style-type: none"> <li>continuation of Level I behaviors, school or class tardiness,</li> <li>school or class truancy,</li> <li>use of tobacco,</li> <li>using forged notes or excuses</li> <li>disruptive class- room behavior,</li> <li>abusive language to a school employee</li> </ul>	<b>Examples(not an exclusive listing):</b> <ul style="list-style-type: none"> <li>continuation of unmodified Level I and II behavior,</li> <li>fighting</li> <li>vandalism (minor),</li> <li>stealing,</li> <li>threats to others,</li> <li>harassment: sexual, racial, ethnic, religious</li> </ul>	<b>Examples (not an exclusive listing):</b> <ul style="list-style-type: none"> <li>unmodified Level I, II, and III behaviors,</li> <li>extortion,bomb threat,</li> <li>possession / use / transfer of dangerous weapons*,</li> <li>assault / battery*,</li> <li>vandalism, arson</li> <li>theft / possession / sale of stolen property,</li> <li>possession / use of alcohol, and, or transfer of unauthorized substances*,</li> <li>harassment: sexual, racial, ethnic, religious</li> </ul>
<b>Disciplinary Procedures:</b> immediate intervention by the staff member, determine what offense was committed and its severity, determine offender and that he/she understands the nature of the offense, employ appropriate disciplinary options, record of the offense and disciplinary action maintained by staff member	<b>Disciplinary Procedure (if teacher feels is necessary):</b> student is referred to the principal, principal meets with teacher and student, principal will take appropriate disciplinary action and notify teacher, record of offense and disciplinary action taken will be maintained by the principal	<b>Disciplinary Procedures:</b> student is referred to the principal, principal meets with teacher and student, principal will take appropriate disciplinary action and notify teacher, principal may refer incident to the Director of Schools, record of offense and disciplinary action taken will be maintained by the principal	<b>Disciplinary Procedures:</b> principal confers with appropriate staff members and with the student parents are notified law enforcement officials are notified incident is reported and recommendations made to the director complete and accurate reports are submitted to the director, record of offense and disciplinary action taken will be maintained by the principal student is given hearing before a disciplinary hearing authority
<b>Disciplinary Options (not an exclusive listing):</b> Parent contact, verbal reprimand, special assignment, restricting activities, withdrawal of privileges, counseling, detention, Saturday school, in-school detention, corporal punishment	<b>Disciplinary Options (not an exclusive listing):</b> Parent contact, behavior modification, counseling, detention, in-school, Saturday school, out of school suspension not to exceed ten (10) days, alternative school corporal punishment,	<b>Disciplinary Options (not an exclusive listing):</b> Parent contact, Behavior modification, counseling, detention, in-school, Saturday school, out of school suspension not to exceed ten (10) days, alternative school, restitution for loss of property, long term out-of-school suspension, corporal punishment	<b>Disciplinary Options (not an exclusive listing):</b> Parent contact, out-of-school suspension alternative school, other hearing authority or School Board action which results in appropriate placement, suspension/remand for a period of not less than one (1) calendar year subject to modification by the director on a case-by-case basis.

\* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

### Additional Guidelines:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile court.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student=s grade because of discipline problems.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy.



5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fine; or
  - c. make restitution for lost or damaged school property.

**Note: Discipline of students with disabilities will follow the requirements of the Individuals With Disabilities Education Act.**

## **STUDENT DISMISSAL PRECAUTIONS**

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

## **STUDENT/PARENT HANDBOOK**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

## **STUDENT PERFORMANCES**

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

## **STUDENT RECORDS**

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record, shall be kept current, and shall accompany the student through his/her school career.

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student will be as shown on documents, which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on the records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers and his/her records are requested from a school outside of the district, the school shall keep the original records and send copies to the transfer school.

Attendance records kept on each student become permanent property of the school system.

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian.

## **STUDENT RECORDS - ANNUAL NOTIFICATION OF RIGHTS**

**Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students of each student=s privacy rights. For students enrolling after the above period, this information will be given to the student=s parent(s) or the eligible student at the time of enrollment. The notice will include the right of the student=s parent(s) or the eligible student to:**

1. Inspect and review the student=s education records,
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student=s rights, including the right to a hearing upon request,
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records,
4. Obtain a copy of this policy and a copy of such educational records,
5. Exercise control over other peoples access to their records, except when prior written consent is given or under circumstances as provided by law or regulations, or where the school system has designated certain information as Adirectory information. Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the students parent(s) or the eligible student.

### **Directory Information**

“Directory Information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States. Parent/Guardian(s) have the right to request that their child’s name not be released to a military recruiter without prior written consent. This request must be made in writing, and addressed to the school by August 25, 2003. Upon making this request your child will not be listed in any of the school material; yearbook, school calendar for sports, etc.

**Note:** The student becomes an Aeligible student when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the students rights.

## **STUDENT RECORDS - INSPECTION & CORRECTION PROCEDURES**

### **Inspection Procedure**

Parent(s) of students and eligible students may inspect and review the student=s education records upon written request.

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss

how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.

When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.

### **Fees for Copies**

A reasonable fee for copies provided to parent(s) or the Director of Schools will determine eligible students. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, the records custodian may waive it in part or entirely.

### **Correction Procedures**

Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect. The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

## **STUDENT RECORDS – USE OF RECORDS**

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. A legitimate educational interest is the official need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the students family such as health care, counseling, student job placement or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the systems behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code of 1954;
7. To accrediting organizations to carry out there accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness, of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access to records it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

### ***Student Security/Confidentiality Procedure***

Board Policy: 6.600 Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian. (TCA 10-7-504 (4); U.S.C.A. 20-1232g)

Board Policy: 6.603 Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. (TCA 10-7-503; TCA 10-7-504) A "legitimate educational interest" is the official's need to know information in order to:

- 1) Perform required administrative tasks;
- 2) Perform a supervisory or instructional task directly related to the student's education;
- 3) Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

**Information as mentioned above is not to leave school grounds unless signed out through the director's office. Upon returning back to school the director will be notified that information is back in the building. The Director of Schools shall be notified immediately should any student's identifying information, address, telephone number or documents containing said information be misplaced, lost, stolen or any other breach in security with regards to said information.**

Free/Reduced Lunch Information will not be released without a written request. The cafeteria manager will secure a written request before releasing any information regarding a student's status. This information will only be released on a need to know basis for educational purposes.

Since our student management system is web based, it is critical to secure passwords. Students are absolutely not to have access to a teacher's password.

Employees of the South Carroll County Special School District will make every effort to maintain confidentiality of student information. It is the employee's responsibility to protect student personal information. This is information pertaining to M-Team Meetings, IEP Information, Social Security Numbers, Grades, Student Services, and Free/Reduced Lunches.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district shall be provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval of the Principal or Assistant principal.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student's withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Teachers will then submit the form to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

## **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the principal or assistant principal. Staff members are expected to report any unauthorized person on school property to the principal or assistant principal.

## **TEACHER DAY**

Time to Report: 7:30 – 3:00

Early duty begins at 7:05

## **Receipt of South Carroll SSD Employee Handbook**

I hereby acknowledge receipt of a copy of the South Carroll County SSD Employee Handbook.

I understand that no information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

I understand that any rules, policies and procedures described in the handbook may be modified, varied or deleted by South Carroll County Special School District at any time.

**Please Sign and Return to the Principal**

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*Signature*

*Date*