



West Carroll Special School District Certified Staff Handbook 2015-2016

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees general district information, rules and regulations, and procedures and is not intended to either expand or contract any Board policy, administrative procedure, or negotiated agreement. Material contained herein may therefore be superseded by such applicable Board policy, administrative procedure, negotiated agreement, or changes in state or federal law.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 West Carroll's Policy Manual is available in the school office and the district website. No information in this document shall be viewed as an offer or guarantee, either expressed or implied, of any employment with the district in any duration.

STATEMENT OF NONDISCRIMINATION

(5.500, 5.501, 5.502)

Equal employment opportunity and treatment shall be practiced by the district without regard to race, color, national origin, religion, sex, age, marital status, or disability of the employee. Consideration shall be extended to any applicant who is with or without reasonable accommodation able to perform the essential functions of the position.

The following have been designated to coordinate compliance with 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. Either may be contacted at the district office for additional information and/or compliance issues:

Director of Schools: Eric Williams

Supervisor of Instruction: Betty Wallace

WEST CARROLL BOARD OF EDUCATION

MISSION STATEMENT

The mission of The West Carroll Special School District is to create an environment that prepares all students for entering the workforce or post-secondary education.

GOALS:

Goal 1: 100% of student subgroups will meet the target goals in English/language arts as established by the Tennessee Department of Education.

Goal 2: All students will be educated in learning environments that are safe, drug free, and conducive to learning.

Goal 3: The school system's graduation rate will meet or exceed the target rate as defined by the Tennessee Department of Education.

Goal 4: 100% of student subgroups will meet the target goals in mathematics as established by the Tennessee State Department of Education.

Goal 5: The number of non-traditional students in Career Technical Education classes will increase from 20.5% to 21%, and the percentage of CTE students who become concentrators will increase from 34.12% to 35%.

BELIEF STATEMENTS

We believe:

- Safe and orderly schools are necessary for student learning.
- With home, school, and community support, all children can learn.

- All children can succeed when teachers use a variety of research based instructional strategies and a curriculum aligned with assessment.
- Mutual respect between students, parents, teachers, and the community is necessary for students to learn, achieve, and succeed.
- Teachers should love children and enjoy teaching.
- Society experiences ongoing change and this should be constructively reflected in education.
- Every parent and teacher should encourage students to set high, yet realistic, expectations and goals.
- Open communication between faculty, students, and parents is important for educational success.
- It is the responsibility of the District and its employees to provide an education for all children in the district through alignment of policies and procedures of the Board of Education.
- All stakeholders share responsibility in the decision making process and should be accountable for their involvement and investment in the learning process and the success of the District's mission.

GENERAL INFORMATION

BOARD MEMBERS

The Tennessee Legislature delegates to the Board of Education the responsibility of managing district schools and local policy. Board members, as elected by residents of this district are as follows:

Atwood Precincts: Jim Halford, Chairman; and Kristy Moore

Trezevant Precincts: Greg McClain, Treasurer; and Kyle Foster

McLemoresville and County Precincts: Mike Foster, Vice-chair; and Patrick Lindsey

BOARD MEETINGS/COMMUNICATIONS

(1.400)

Regular board meetings are held at the district office in Atwood on the **first Thursday of each month** at 6 p.m. unless posted otherwise. All regular and special meetings of the Board are open to the public unless otherwise designated as provided for by state law.

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.

STAFF ORGANIZATION

CENTRAL OFFICE

Director of Schools:	Eric Williams		
Assistant Director of Schools:	Betty Wallace	Supervisor of Instruction, PK-6:	John Cary
Supervisor of Instruction, 7-12:		Title I Director:	
Special Education Director:		Attendance Supervisor:	
Federal Programs Director:			
Administrative Assistant:	Angela Hartz	Food Service Director:	Janet Winchester
Accounting:	Shan DePriest	Human Resources:	Lisa Newbill-Ashby
Technology Coordinator:	Sheila Brawner	Data Entry/TC Assistant:	Donna Lowe
Maintenance:	John Hartz, Supervisor	Maintenance:	Mark Wright

DISTRICT-WIDE PERSONNEL

Data/Instructional Coach:	Cheryl Lambert		
Speech Pathologist:	Bonnie Cloar	Speech Teacher:	Anne Avery
School Nurse:	Lisa Kapeller	School Nurse:	Whitney Crocker

WEST CARROLL PRIMARY SCHOOL

Principal:	Jackie Wester			
School Counselor:	Angie Moore	School Secretary:	Wendy Rogers	
Interventionist:	Amy Murphree	Librarian:	Mistee Cooper	
Educators:	Rachel Baker	Ariel Fisher	Wendy Matheny	Nicole Underwood
	Suzanne Butler	Sherry Haywood	Angie Morris	Jonathan Wheeler (AM)
	Lee Ann Coleman	Linda Hodgson (AM)	Teresa Norton	Marsha Wilson
	Brittany Foster	Daralyn Martin	April Riley	
Paraprofessionals:	Melissa Allen	Sharlanda Emerson	Jeannie Hooper	Adam Welch
	Sherry Cobb	Robin Grass	Janice Vinson	
Custodians:	Jackie Davis	Gerald Mauldin		
Food Service:	Sandra Hudgins, Manager	Jackie Davis	Lori Barrow	

WEST CARROLL ELEMENTARY SCHOOL

Principal:	Molly Ashley			
School Counselor:	Sherry Cockrill	School Secretary:	Tammy Lovell	
Interventionist:	Lauren Hays	Librarian:	Debbie Reed	
Educators:	Erica Ashby-Kennedy	Eric Junker	Shanna Moling	Brandi Tolley
	Jana Blount	Dwight Knight	Sherri Pafford	Mollie Vann
	Beth Bridges	Stephanie Kyle	Crystal Polinski	Jonathan Wheeler (PM)
	Lynn Grimes	Lori McClain	Michelle Robinson	Melanie White
	Linda Hodgson (PM)	Marcia Miller	Lex Suite	Wendy Wilson
Paraprofessionals:	Amy Martinez	Katy Reynolds	Dorothy Rimmer	Lori Scruggs
Custodians:	Leon Lyell	Debbie Moncrief		
Food Service:	Tina Seaton, Manager	Jane Cole	Sheila Hilliard	Clara Kesterson (PT)

WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL

Principal:	Dexter Williams			
Assistant Principal:	Regina Alred			
Receptionist:	Lissie Robinson	School Secretary:	Schon Mitchell	
School Counselor:	Sunni Cooksey	Counselor's Assistant:	Lisa Meals	
Librarian:	Susan Davis			
Educators:	Michelle Barber	Terry Cupples	Sandy Hodges	Adam Parish
	Susan Barrow	Keri Davis	Nancy Hopper	Rodney Simmons
	Keith Baumgarner	Shane DePriest	Rachel Johns	Kristi Sorrell
	Linda Black	LeAnn Edwards	Stacy Johnson	Anna Smothers
	Tiffany Bledsoe	Will Fisher	Pam Joyner	Titus Taylor
	Mandy Brewer	Jason Fitch	Lisa Kapeller	Betty Welch
	Cory Bridges	Tracy Foster	Blake Kee	Randy Wilson
	Marcia Coleman	Jackie Halford	Cassie King	Josh Wolfe
	Derek Collins	Linda Hatfield	Jason Martin	
Paraprofessionals:	Stephanie Gray	Christy Martin		
Custodians:	Wayne Fullington	Mary Jo Hall	Kay Story	
Food Service:	April Roberts, Manager	Judy Cole	Carol Knott	
	Rhonda Stansell	Joan Wallace	Denise Lifsey (PT)	

BUILDING HOURS

School buildings are accessible to staff during the course of the school year between the hours of 7 a.m. and 3:30 p.m., weekdays. Staff members requiring access at other times, including weekends may do so by contacting the school principal. The principal may assign keys to staff for entrance at his/her discretion.

Summer hours are 8 a.m. – 2:30 p.m.

DISTRICT OFFICE HOURS

During the school year, the district office is open between the hours of 8 a.m. and 4 p.m. Monday through Thursday, and 8 a.m. until 3:30 p.m. on Friday.

Summer hours are 8 a.m. to 2:30 p.m. Check with office staff for additional hours during holidays.

STAFF HOURS

(5.602)

The teacher's day is a minimum of seven and one-half (7.5) hours. Specific hours are determined by the principal to meet each school's unique needs. Immediate supervisors determine support staff hours.

Teacher Work Hours

West Carroll Primary School: 7:40 a.m. until 3:10 p.m.

West Carroll Elementary School: 7:40 a.m. until 3:10 p.m.

West Carroll Junior-Senior High School: 7:40 a.m. until 3:10 p.m.

ABSENCES

(5.602)

A staff member who is unable to report for work for any reason must secure a substitute from the approved substitute list and notify the building principal of his or her absence as well as the name of the substitute that has been secured.

Substitute teachers may work no more than four days in any five day week.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the building principal by 2:30 p.m. Whenever possible and appropriate, substitutes will be retained for the course of the employee's absence.

An **Absentee Form** must be completed and returned to the school receptionist for each staff absence including absences due to school or district related activities. Forms are available through each school receptionist, Lisa Newbill-Ashby at the district office, and on the district website (www.wcssd.org).

LEAVES OF ABSENCE

(5.301, 5.302, 5.303, 5.304, 5.305, 5.306, 5.308, 5.309)

Paid and unpaid leaves are provided in accordance with established Board policy and state law. It shall be the responsibility of the Director of Schools to make the ultimate determination in requiring that an employee request a leave of absence.

- An employee should request leave for any absence occurring during a scheduled work day when that absence is not related to a short term or emergency illness or annual personal leave.
- An employee should request leave in cases where an unpaid absence extends to one or more scheduled work days.
- A request for leave may be required in cases where an emergency illness results in an extended period of convalescence.
- A request for leave is required if an employee takes two paid personal days in a single semester.

- An employee may be required to file for leave of absence if the illness of a family member requires that employee to attend the convalescence of that family member. Leave in such instances may be granted under the *Family Medical Leave Act (FMLA)*.
- The approval of the Director of Schools shall be required for personal leave taken under the following conditions: the day prior to or after a holiday, during any prior established examination period, on a day scheduled on the calendar as a professional development or in-service day, or on a day scheduled on the calendar as a parent-teacher conference day.

An employee should submit a *Request for Leave of Absence* form to the director of schools 30 days prior to the beginning of a leave of absence.

- Requests for emergency leave of absence may be submitted to the Director of Schools in cases where 30 days' notice is not possible. Approval of an emergency leave will be at the Director's discretion.
- Requests for maternity leave should be submitted as approximate dates of delivery are determined. It may be permissible to determine the exact beginning and ending dates of the leave after the leave is approved; the employee is expected to update the Director of Schools and payroll/human resources in a timely fashion as information regarding leave dates becomes available.
- With the exception of leaves granted for military service, all leaves will specify a beginning and ending date.
- The employee shall provide upon the Director of Schools' request documentation to support leaves of absence. Documentation may include but not necessarily be limited to: a physician's statement supporting medical leave, a copy of military orders, copy of an adoption certificate, enrollment records from an institution of higher learning, or other documentation supporting the need for the leave.
- The Director of Schools will approve or deny the request within 15 days of the submission of the request. The Director shall inform the employee requesting the leave as well as the building administrator of his/her decision once a determination has been made.
- When deemed applicable by the Director of Schools, he or she will submit the request to the West Carroll Special School District Board of Education for final approval.
- The procedure and condition for extending a leave will be the same as those used when originally requesting and granting the leave.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

(5.305)

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. The 1,250 hours must be hours actually worked.

Length/Purpose of Leave

Employees eligible for FMLA under federal law are entitled to take 12 work weeks of leave within a 12 month period for the following:

- Birth of the employee's child (eligibility expires 12 months after the birth);
- Placement of a child for adoption or foster care; (eligibility expires 12 months after placement)
- Care of a spouse, child or parent with a serious health condition; or
- The staff member's own serious health condition.

Paid/Unpaid Leave

Family leave under federal law is generally unpaid. An employee shall be permitted to use accumulated sick

leave during the period of actual physical disability only. Otherwise, maternity leaves shall be unpaid leave. A teacher may use up to thirty (30) days 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. When determining eligibility for a leave due to a physical ailment, injury, or disability, the director of schools may require a physician's statement that supports the need for leave.

All leaves of absence and extension of leaves must conform to state law governing leaves of absence.

Application

Staff members requesting FMLA leave shall submit to the district a written request at least 30 days prior to the anticipated beginning date of the leave if the leave is foreseeable based on planned medical treatment. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:

- The date when the serious health condition commenced;
- The probable duration of the condition;
- The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
- 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.

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.

Continuation of Health Insurance Benefits

The employee shall be kept under any group health plan for the duration of the leave.

Return to Work

Following an FMLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay, and other conditions of employment with certain exceptions. The director of schools may be consulted for details of this or any other provision of FMLA leave.

SICK LEAVE

(5.302)

Sick leave shall be defined as the 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.

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

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

Upon employment with West Carroll Schools, a teacher may transfer his/her accumulated sick leave from another Tennessee school system provided that the teacher:

- Was not terminated from that system for cause;
- Did not break his/her contract with the previous employer without justifiable reason;
- Gave at least thirty (30) days' notice of his/her intent to leave.

The superintendent or director of schools of the previous employer may waive the 30 day notice requirement; written, notarized verification of that action must be provided.

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days 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 may be required before the leave is granted.

ACCIDENT/INCIDENT REPORTS

(6.410)

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

Reports of property damage as well as personal injury must be submitted.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district work day, as applicable.

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 building principal will inform the director of schools. 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.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Complimentary passes are provided to all staff attending school-sponsored extracurricular activities held in the district. District issued passes are valid to admit the employee, his/her spouse, and the employee's dependents who live in the household with that employee.

District issued passes do not cover admission to district playoff games or TSSAA tournament events.

Staff members are expected to assist in the supervision of students and in general crowd control as needed when attending such events. Staff members are representatives of the school district and are expected to act accordingly.

BULLYING

(6.304)

Bullying will not be tolerated in West Carroll Schools. Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination or harassment.

Bullying is defined as conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; is repeated over time; and involves an imbalance of physical, emotional, or social power. Cyber-bullying is defined as bullying undertaken through the use of electronic devices including but not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites.

If bullying activities take place off school property or outside of a school-sponsored activity, and that act is specifically directed at a student or students, and the act has the effect of creating a hostile educational environment or disrupts the educational process, the act is considered a violation of board policy.

Teachers and staff should take all reports of bullying seriously. Victims of bullying should report these incidents immediately to a teacher, counselor, or building administrator; any allegations shall be fully investigated. State law mandates that it is the responsibility of every employee of the district to report any suspected case of bullying to the building investigator (the principal). Forms for making a report of bullying behavior are posted on the District website. Any employee who refuses to cooperate or gives false information during an investigation is subject to disciplinary action.

It is a violation of board policy for any employee or student to discriminate against or harass a student through disparaging conduct or communication.

No employee of the school district will encourage, permit, condone, or tolerate hazing activities.

CARE/USE OF DISTRICT PROPERTY

(6.311)

All staff members are expected to exercise continuous and vigilant care of all district-owned property. Items such as computer and video equipment, typewriters, and musical instruments 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 building principal.

Staff may check out certain district-owned equipment including computers. Such equipment shall not be used for personal financial gain. A *Record of Temporary Consignment of School Property* must be submitted and approved. Forms are available from the district office and on the district website.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

Equipment and materials purchased for instructional or student use, regardless of funding source, will be considered property of the school district upon placement in district facilities. All such equipment should be included on district inventories and the funding source noted.

CASH IN DISTRICT BUILDINGS

(2.400)

Money collected by staff as a result of fundraisers or other school related purposes shall be deposited in the office before the end of the day during which it is collected. At no time are substantial amounts of money to be kept in classrooms overnight, during holidays, or for long periods of time.

Staff members should emphasize to students the importance of promptly depositing money with the appropriate school official.

CHECKOUT

Work Day Checkout

Before leaving the building during scheduled work hours, a teacher must secure the approval of the building principal. Approval should be granted only during emergency situations.

Faculty and staff are required to sign out/in with the office when exiting or arriving during scheduled work hours.

Year End Checkout

The building principal will collect all staff keys at year-end checkout unless arrangements are made with the principal to keep keys. The employee will not receive final paychecks for the year until the status of keys is determined.

Faculty members will complete an end-of-year checkout list. Checkout procedures will be verified by a building administrator. The employee will not receive final paychecks for the year until the end-of-year checkout list has been signed as approved by the building principal.

CHILD ABUSE REPORTING

TCA 37-1-404 (a) (1)

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 orally report or cause an oral report to be made to the judge having juvenile jurisdiction, to Tennessee Department of Children's Services, or to the office of the chief law-enforcement official in the county where the child resides. The state of Tennessee Child Abuse hotline is 1-855-209-4226. The building principal is also to be immediately informed.

For the purpose of this section, abuse includes:

- Physical abuse
- Mental injury
- Sexual abuse and sexual exploitation.
- Neglect
- Threat of harm

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 off lights and secure all doors. Windows should be secured at day's end.

Faculty and staff should 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 held responsible for the loss of or damage to personal property due resulting from fire, theft, accident, or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (5.401, 5.402, 6.404)

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. In the interest of providing for the protection of staff and the student population, infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative procedures.

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.

Unless otherwise provided in state law, staff members are responsible for reporting to the district when infected with a communicable disease.

HBV*/Bloodborne Pathogens Training

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:

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

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 incontinence, diaper changing, and cleaning up vomitus.

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 is 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 towelettes, 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 vomitus 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. Staff should use appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan when handling these items. 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

(5.501, 5.502, 6.305)

Staff Complaints

Staff member complaints of a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor for informal discussion and resolution.

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

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. 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 involved. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not resolved in an informal setting, staff should advise the complainant that he/she may 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.

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 or appropriate building administrator for follow-up. All staff members should familiarize themselves with Board policy and applicable provisions of administrative procedures regarding the handling of complaints.

CONTRACTS AND COMPENSATION

(5.111, 5.112)

All personnel will enter into a written contract with the Board of Education at a fixed annual salary.

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.

It is the responsibility of each staff member to provide the payroll office with all information necessary for the proper determination of his/her placement on the salary schedule.

COPYRIGHT

(4.404)

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available for use in both the school and home setting. **School copiers are to be used for school business only.**

Infringement upon copyrighted material, whether prose, poetry, graphic images, music audiotape, video, or computer-programmed materials, violates federal law, Board policy, and is contrary to the 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.

"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 be 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, if any, are not altered or lyrics added if none exist;
5. Copy complete works that 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, and 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 [library/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 library/media supervisor for each program videotaped. The library/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 times 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. Use the recording for public or commercial viewing;
8. 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"

programing received via satellite dish is also subject to these prohibitions.

IV. Purchase and Use of Videotapes/DVDs

A. Permissible uses — District employees may:

1. Use purchased videotapes/DVDs 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/DVDs over their closed circuit television systems for direct instruction;
3. Use off-air videotapes/DVDs 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/DVDs where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes/DVDs 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 excerpts 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.
- VII. 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.
 2. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

CONFERENCES

(4.601)

Planned conferences between teachers and parents are essential to the district's efforts to encourage communication 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 parents and students as necessary.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

(5.106)

Any person applying for a position as a teacher or any other position requiring proximity to school children is required to file in writing and in advance of employment on forms provided by the Board an application stating whether or not 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, or insubordination;
3. Has provided or will provide a copy of a written resignation submitted 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 providing false information shall be sufficient grounds for termination of employment and shall constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Additionally, any person applying for a position requiring proximity to schoolchildren shall be required to:

1. Agree to the release of all investigative records to the Board for the purpose of examination to verify the accuracy of criminal violation information; and
2. Supply a fingerprint sample and submit to a criminal history records check 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.

Fees as required by the Tennessee Bureau of Investigation in conducting such investigations of applicants shall be paid by the applicant the first time such applicant applies for a position with the Board. The Board shall reimburse the applicant if he or she 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 if employed by the district.

The district is required to complete a background check of all employees through the Tennessee Department of Human Services Child Protection Agency.

CURRICULUM

Pacing guides are available for all courses taught in the district. Pacing guides 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 building principal and supervisor of instruction. Teachers with questions should contact the building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

DAILY BULLETIN/ANNOUNCEMENTS

Each school determines how daily bulletins and announcements are handled. Please check with the building principal for this information.

DISCIPLINE AND DISCHARGE

(5.200)

Discipline and dismissal of staff will follow due process and applicable law.

DRESS CODE

(6.310)

Teacher should set a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is generally accepted in the business and professional world. All West Carroll Employees will report for duty neat, clean, and dressed professionally and appropriately for their assigned duties. All employees will follow the published District dress code.

All employees will display District employee identification badges while on duty.

At minimum, all employees working in classrooms, libraries, and offices will meet the same required dress code as students attending West Carroll Jr./Sr. High School. The dress code includes the following:

The following types of clothing will not be permitted: any clothing printed with suggestive phrases, advertising of alcoholic beverages or drugs; beaters or tank tops; halters; see-through blouses or pants; pajamas; house shoes; shower shoes; low cut blouses; sundresses; sleeveless tops; blouses made to show the bare midriff; tight, form-fitting clothing; cutoff jeans; sagging/baggy pants or shorts. No holes, rips tears, frays or patches should be visible anywhere on clothing. No clothing imprinted with colors, insignias, logos, or slogans of local secondary schools other than West Carroll should be worn.

Although ties are not required, male employees should wear a shirt with a collar. Shirts and blouses must be tucked in unless they are designed to be worn un-tucked. All shirts, blouses, and dresses should have sleeves, capped at a minimum. Exposed leggings should be worn in conjunction with a skirt or dress that reaches at least the knee.

Jeans may be worn only on Fridays or on designated days approved by the building level principal. Jeans will not be permitted on any other days. T-shirts or polo shirts with the West Carroll logo may be worn with jeans on Fridays. Jeans and t-shirts will be allowed only on Fridays regardless of the last day of school for the week. If the last day of school falls in the middle of the week, the regular dress code will apply.

Physical education and wellness teachers should adhere to the dress code as closely as possible. There will be exceptions when other attire (shorts, t-shirts, or sweat suits) may be appropriate. All exceptions must be approved by the building level principal.

DRUG-FREE WORKPLACE

(5.403)

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 disciplinary action with determinations 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.

E-MAIL

(1.805)

Electronic mail is made available to district staff for the purpose of developing and maintaining communication that allows enhanced performance of job assignments. Because all computer hardware and software are the property of the Board, all data including e-mail communications stored or transmitted on school system computers are subject to monitoring and review. Employees have no right or expectation of privacy with regard to such data. Confidentiality of e-mail communication cannot be guaranteed. E-mail correspondence may be considered public record under the public records law and could be subject to public inspection.

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 allow delayed opening of school and/or early dismissal of students as appropriate.

Principals may develop a phone tree to be distributed to all staff for use in the event of delayed openings or school closures.

Designated local radio and television stations will announce school closing information. Applicable school closing information will be posted on the district website.

Employees are encouraged to register to receive automated school closing information at one or both of the available sources:

1. Notify Me – An e-mail notification service provided by WCSSD; available by clicking on the RSS icon on the district website.
2. Carroll County Schools Callout Service - Telephone notification of school closing; available by visiting www.carrollschools.com and clicking on the Request Notification Change link.

EMERGENCY PROCEDURES AND DISASTER PLANS

(3.202)

All staff will be provided with a copy of the school's emergency procedures plan detailing staff responsibilities in the event of such emergencies.

Board policy and state law require that fire evacuation and severe weather response plans be posted in every classroom. It is the responsibility of classroom teachers to maintain these posting in classrooms where they are

assigned, communicate to students the content of these plans, and inform the building administrator in the event emergency response and evacuation plans are not posted in the classroom.

EVALUATION OF STAFF

(5.109)

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 to 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 of employees.

The TEAM evaluation model will be used as the primary tool for teacher evaluation. Copies of the 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 and guidelines issued by the Tennessee State Board of Education.

FAIR LABOR STANDARDS ACT

(5.602)

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

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:

- A definition of 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 be 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 building principal and director of schools prior to the activity being initiated. Fund-raising must not interfere with or disrupt school operations.

Documentation of fundraising activities must be filed with the building administrator before, during, and after fundraising activities.

1. Form A-4, *Proposed Fundraising Activities* – Must be completed and filed with the building principal before activities begin; requires the approval of the Director of Schools. This form includes an explanation or justification for the proposal consistent with building and/or district goals.

2. Form A-5, *Fundraiser Profit Analysis Report* – Complete the Expected Collections section before the fundraiser begins. Complete the Actual Collections section after fundraising activities have concluded.
3. Form A-16, *Fundraiser Summary Report* – Complete at the end of the fundraising activity.

All fund-raising forms are available in the school office and on the district website.

All money collected in fundraising activities must be receipted and deposited with the district. 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

(5.605)

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 building principal approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Teachers may occasionally use guest speakers 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 building principal of the date, time, and nature of the presentation whenever such use is planned.

Prior building principal 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 relevant issues.

Prior to his/her participation, guest speakers are to be informed of the following guidelines:

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

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

HARASSMENT

(5.500)

Harassment is strictly prohibited on district property and on non-district property while a staff member is participating in 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 gender.

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 member's 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 disciplinary action 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 has knowledge of such harassment is directed to notify the building principal, the Title IX Coordinator, or the Director of Schools 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.

INTERNET USE

(4.406, 1.805, 4.407)

Staff access to the Internet is provided upon the receipt of a signed *West Carroll Special School District Responsible Use and Internet Safety Agreement*.

INVENTORY

(2.702)

An inventory form is to be completed by each staff member at the end of the school year and submitted with end of year checklist.

JURY DUTY

(5.301)

When a teacher is summoned for jury duty he or she shall appear in court and specify a seven (7) day period within twelve months that he or 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 s/he 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 his or her immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk and submit those documents to the payroll office. The employee shall receive his or her usual compensation less the amount paid by the court.

Court Appearances

If a teacher appears in state/federal court because of a personal interest, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves. Appearance in court for personal interest includes: appearing or answering a subpoena to appear as a plaintiff, defendant, or witness in a criminal action; volunteering to appear on behalf of family or friends in a civil or criminal action; or appearing or answering a subpoena to appear in court either as a defendant or plaintiff or witness in a civil case.

KEYS

(3.205)

Keys are issued to staff by the building principal. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are 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 within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. The District will allow three days for the recovery of lost or stolen keys. At that point, the District may assess replacement costs for the missing keys.
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and the submission of assessed fees, replacement keys will be issued within 72 hours.
6. Charges for lost or stolen keys may be made to the staff member to whom the key(s) have been issued.

LESSON PLANS

(5.600)

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

Teachers are expected to prepare lesson plans on district approved lesson plan forms and follow the plans closely as instruction takes place. Lesson plans should be available for principal or supervisor review when requested.

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, daily schedule, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans that 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

(5.102)

Upon employment with the District, a teacher will present to the personnel office confirmation of his/her license status.

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

Licensed staff must 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 should check their school mailboxes at least once each day. Students should not pick up mail from staff mailboxes.

District postage may be used for school district business only.

MATERIALS DISTRIBUTION

(1.806)

Individuals or groups wishing to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall complete and submit to the building principal the *Advertising and Distribution of Materials Request Form*. Upon approval of a request, the principal will allow placement of approved materials on a designated table for student access.

No group receiving permission to place materials on the designated table will be allowed to request that teachers, staff, or administrators promote or pass out items, and teachers should not feel pressure to encourage students to take particular items from the designated table.

MEETINGS

(5.603)

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

Each teacher is expected to attend staff meetings unless other arrangements have been made with the building principal. Staff members are expected to schedule their time as to avoid conflicts with these meetings.

Faculty Meetings will be held at my school _____.

PERSONNEL RECORDS/RELEASE OF GENERAL STAFF INFORMATION

(5.114)

The following personnel records shall be maintained for each employee as appropriate:

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

The following guidelines shall be observed:

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 public 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 personnel records and the date of the 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 file separate from personnel records.

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

1. The prospective employer requests release of the information.
2. The former staff member requests release of the information; and
3. The information requested 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.

PURCHASING/PURCHASE ORDERS/RECEIPTS

(2.500, 2.800, 2.805, 2.808)

All financial transactions shall be conducted as outlined in board policy and the Tennessee Internal School Financial Management Manual.

No employee may incur any obligation on behalf of the District unless that expenditure has been authorized in the budget or is otherwise permitted by Board action and/or Board policy.

All purchases must be authorized by an approved purchase order. Purchase orders must be completed and include the *Authorized Signature* approving the expenditure before an order is placed; only the principal may authorize purchases from school accounts. The P.O. number must be provided to the vendor when placing telephone and online orders; the P. O. number must match the P. O. number shown on the product invoice. A purchase order must be issued for reimbursement of supplies and mileage. Purchase orders are available from the school bookkeeper.

No personal purchases may be made using school or district accounts.

No signed checks will be issued with the *amount* or *payable to* lines blank.

The public bid process must be followed for any purchase exceeding \$10,000.00. Items costing up to \$10,000.00 must have 3 (three) quotes.

Sales tax is not reimbursable.

Money Collection

1. Each teacher will be assigned a collection log.
1. All money received by the teacher will be entered into the collection log.
2. A receipt will be issued for each collection log entry.
3. All money collected must be turned in to the office daily.
4. In accordance with state law, the teacher and school secretary will count the money together, and the secretary will issue a receipt to the teacher at that time.
5. The office receipt will be attached to the collection log in the appropriate place.

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 building 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

(5.200, 5.201)

A teacher shall give the superintendent notice of resignation at least thirty (30) days before the effective date of his or her 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 (30) days 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 superintendent in writing at least thirty (30) days prior to the date of return if he or she does not intend to return to the position from which he or she has taken leave. Failure to render such notice may be considered a breach of contract.

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.

Any employee electing to retire is required to submit a letter indicating that intent as well as the effective date of retirement to the Board of Education.

SPECIAL INTEREST MATERIALS

(4.500, 4.800, 4.801)

Supplementary materials from non-school sources require approval from the building 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.

The building principal must approve the use of any feature film or video. Teachers requesting the use of such material must complete the approved published forms and submit these to the building principal at least five days prior to the proposed showing. No student may view a feature film or video with a PG or PG-13 rating unless that student's parent or guardian has provided prior written consent. Under no circumstances are films with "R" ratings to be shown. This applies for all students grades K-12.

STAFF CONDUCT

Each staff member is expected to conduct himself or herself at all times in a manner consistent with Board policy and administrative procedures.

Additionally, every 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;
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

STAFF DEVELOPMENT

(5.113)

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, and other such activities.

All requests for district payment of college course work tuition require prior administrative approval.

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 prior building principal approval. Forms are available in the office.

STAFF ETHICS

(1.106, 5.607)

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

(3.201, 3.204, 6.410)

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.

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;
 - a. 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;
 - b. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - c. 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.);
 - d. 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;
 - e. 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 (includes standing in chairs), and no tool or piece of equipment 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 that might cause immediate injury to either themselves or other workers shall 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 that 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

(5.606)

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 building 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 child and to consult with teachers concerning their child's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their child 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

(5.610)

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 members are expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

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.

SUPERVISION OF STUDENTS

(6.408)

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. Before classes, during class changes, and class dismissal, staff members are responsible for supervising hallways and classrooms.

All teachers are expected to be in their classrooms 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 or another teacher 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/SCHOOL PRAYER

(4.803, 4.804)

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.

As a condition of receiving ESEA funds, West Carroll SSD has certified to the Tennessee Department of Education that no policy prevents or otherwise denies participation in constitutionally protected prayer in public schools. At the same time, West Carroll school officials may not “compel students to participate in prayer or other religious activities”. Nor do any teachers, school administrators, and other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

TECHNOLOGY RESOURCES

(1.805, 4.406)

Technology resources are defined as all systems and networks including computer hardware, operating system software, and 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 teaching, learning, and administrative purposes consistent with the district's mission and its goals. Commercial use of the district's system is strictly prohibited.

All employees will be required to sign confirmation that they have read and understand the *West Carroll Special School District Student and Staff Responsible Use and Internet Safety Agreement*.

TELEPHONES/CELLPHONES/PERSONAL COMMUNICATION DEVICES

(6.312)

Telephones are available throughout the building for staff convenience. Long distance calls for district business and personal use purposes may be placed from a telephone with an unrestricted line. Staff members are responsible for all costs related to long distance calls made for personal use.

Teachers and other instructional staff may possess cellular phones and other electronic communication devices. However, their use should be limited as follows:

- Outgoing calls should not be made during class time for any reason other than an emergency. Out-going calls may be made during planning time and only when students are not present. However, teachers should exercise discretion and rules of common courtesy and respect the privacy of other persons with such use.
- Ringers and other audible alerts from communication devices should be muted or monitored by other means in the instructional setting and at school related meetings such as faculty meetings, departmental or grade level meetings, IEP meetings or other school related sessions.

Faculty or other staff members in violation of this policy will be subject to disciplinary action.

- 1st violation-Warning
- 2nd violation-Written reprimand
- 3rd violation-Suspension without pay

TOBACCO-FREE ENVIRONMENT

(1.803)

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 in all district buildings and in district-owned vehicles.

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

Employees must follow these guidelines when using tobacco products on school grounds:

1. Smokers must remain at a minimum of fifty (50) feet from any building entrance.
2. Tobacco use should be limited to times in which the faculty or staff member is not scheduled to be in direct supervision of students, i. e. breaks, lunch, etc.
3. Nothing requires that smokers be “out of sight” when smoking. As long as smokers observe minimum distance requirements, no enforcement actions will be taken because an employee is observed using tobacco.

Violations of district policy regarding the use of tobacco products should be reported to the building principal who will then act in accordance with disciplinary actions which are first offense-warning, second offense-suspension without pay, third offense-termination.

TUTORING

(5.607, 5.608, 6.709)

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

(3.404)

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 permission from the building principal. Proof of insurance and appropriate forms must be submitted to the district office before permission will be granted to transport students.

VACANCIES/TRANSFERS

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

Voluntary and involuntary transfer of staff members may be authorized by the superintendent for the efficient operation of the schools and in accordance with district procedures and negotiated agreements.

VOLUNTEERS

(4.501)

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 building principal.

Any individual serving as a school volunteer must submit to the same background checks required of employees. The prospective school volunteer will assume any applicable costs for the background checks.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING MEDICINES TO STUDENTS

(6.405)

Students who must take prescriptions 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 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 school 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 students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers or person in charge of administering medication shall notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

The building 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 the building principal if there are any abuses of these procedures.

AIDS, HIV AND HBV* HEALTH EDUCATION

(6.403, 6.404)

An AIDS, HIV and HBV curriculum has been developed cooperatively by parent, teachers, administration, local health department staff and others. 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 staff will be assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

Students may be removed from an assembly as deemed necessary by the staff member. 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

(6.205)

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

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

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*

(6.403, 6.404)

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.

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

CONFIDENTIAL

(6.601, 6.603)

Student information is confidential. Consequently, unless the parent or guardian does the asking, questions about specific students should not be answered, nor should records or files be given for review. Remember, only demographic information can be given. Technically, it is a violation of Federal and State statute to even admit that a particular student goes to a certain school. It is also a violation to admit that a student is disabled or enrolled in a special education program.

If approached by a third party seeking information about a student, the school personnel should respond only that student information is confidential. If the person persists ask them to contact an administrator.

Request for student information can come from many different agencies or persons. The matter can be criminal with the student as a defendant or a victim. The matter could be a civil lawsuit involving countless possible reasons for student information. Nevertheless, the information is confidential. Do not release unless the parent seeks the information. A release of information form must be signed by a parent to release information to any agency other than educational institutions.

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 building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT

(6.314)

Board policy and state law requires these guidelines be followed when using corporal punishment:

1. Administered as a last resort after other discipline measures have been tried.
2. Instrument for administering corporal punishment has been approved by the principal.
3. Shall be reasonable.
4. Administered in the presence of two professional employees. The witness of the person administering the paddling must be of the same sex as the child being punished in grades 7-12.
5. Consideration will be given to the age, sex, size, physical and emotional condition of the child when determining the use and degree of corporal punishment.
6. After being administered a reasonable number of times and has not been effective, other means of correction will be used.

A record shall be made for corporal punishment that contains the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, name of the witness present, and the date and time of punishment.

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.

EMERGENCY DRILLS

(3.202)

The principal shall be responsible for ensuring that a sufficient number of drills is 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.

Warning signals at my school are:

Fire:		Earthquake:	
Tornado:		Intruder:	

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, drinking fountains, restrooms, etc. along the way;
2. Close windows and turn off lights;
3. Take roll book;
4. Escort class to at least 50 feet from the building and take roll. Report any unaccounted student to the building principal;
5. Upon "all clear" signal, escort students directly back to class. Check roll.

Upon the sounding of a tornado alarm, teachers are required to:

1. Direct students to the designated safe area.
2. Direct students to take proper positions. One of the following positions should be used:
 - a. Rest on knees, lean forward, and cover the face by crossing arms above the head.
 - b. Sit on the floor, cross legs, and cover the face with folded arms.

- c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering in case of a tornado.
3. Remain in the assigned safety area until the all clear signal or recall signal is given.

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 administration;
5. Upon receiving the "all clear" signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS

(4.408)

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Requests are to be submitted to the building principal at least five days prior to the proposed showing.

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.

Feature films/videos with a PG or PG-13 rating must have prior parental consent. Under no circumstances are films with "R" ratings to be shown.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

FIELD TRIPS AND SPECIAL EVENTS

(4.302)

Field trips and other student activities involving travel may be authorized by the board of education when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted 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.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

GRADING

(4.600)

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 district and the home. As a close working relationship between the district 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 telephones, e-mail, 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.

Each school will establish grading procedures consistent with the age and grade of the students attending the school.

Grading Scale:

A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = 0-69

Student scores on TCAP math, E/LA, and science achievement tests will count as 20% of the second semester grade in the 3rd through the 8th grade. Student scores on high school End-of-Course tests will count 25% of the grade for the second quarter in which the student enrolled in the course.

Conduct grades are based on behavior and shall not be deducted from scholastic grades. (WC Board Policy #4.600)

HOMEWORK

Teachers at all grade levels are encouraged to consistently 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 designed 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 an excused absence from class shall be permitted to make up those assignments that he/she has missed. As a general rule, students should be allowed a number of days equal to the number of excused absence days to make up work. The student is expected to make arrangements with the teacher on his/her first day back in class to make up the work missed due to absence.

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.

MEDIA ACCESS TO STUDENTS

(6.604)

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 building principal 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 building principal.

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

RESUSCITATION

(6.410)

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 is defined as any procedure or intervention applied by appropriately trained district staff that may prevent a student 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.

RETENTION OF STUDENTS

(4.603)

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.

Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the building principal.

SPECIAL PROGRAMS/SERVICES

ASSESSMENT PROGRAMS

(4.700)

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.

Dates for district and state assessments will be announced by the building principal as appropriate.

BREAKFAST/LUNCH PROGRAMS

(3.500)

The district participates in the National School Lunch and School Breakfast program(s).

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

COUNSELING PROGRAM

(6.400, 6.406, 6.4061, 6.407)

The district's counseling 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; 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 completing a referral form available from the counselor. 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. Confidential matters are not to be discussed over the telephone through text messaging or email.

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 interest; or
3. When the student waives this privilege in writing.

HOMEBOUND INSTRUCTION

(4.206)

Homebound instruction may be provided to any student whose health or impairment causes him/her to be absent from school for at least consecutive 5 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction, and the parent must complete the form requesting homebound services. Both can be found under the *Enrollment and Attendance* tab on the District website.

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, parents, and the homebound teacher 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.

A professional collection of books and current periodicals is also available for staff use in the library/media center. Materials may be checked out through library/media staff.

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.

SPECIAL EDUCATION SERVICES

(4.202, 4.2021, 4.2022, 6.500)

District residents from the age of 3 through 21 (both inclusive) 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 each 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 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 outlined by a student's IEP.

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 50 or more points on the TN K-12 Intellectually Gifted Assessment Scoring Grid to satisfy Tennessee's Intellectually Gifted criteria to qualify for services.

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 building principal.

STUDENT ACTIVITY FUNDS

(2.500, 2.700, 2.900, 6.701)

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. The building principal and person in charge of the student activities program must approve all student activity fund expenditures.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

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

STUDENT CONDUCT

(6.300, 6.301, 6.316)

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 during in-service.

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

(6.315)

Students may be detained 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

(6.313)

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 and in the Student Code of Conduct.

STUDENT DISMISSAL PRECAUTIONS

(6.208)

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 each student 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 members 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 TRANSPORTATION IN PRIVATE VEHICLES

(3.404)

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 building principal approval.

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

(6.702)

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

VISITORS

(3.201)

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

ENERGY MANAGEMENT PROCEDURES

All system stakeholders are expected to conserve energy resources whenever possible. A number of specific and general expectations outline what is reasonable and prudent in efforts to meet conservation expectations.

General Expectations:

- Unnecessary lighting in unoccupied areas will be turned off.
- Computers and other electric consuming devices will be turned off at night and on weekends.
- Each school will have a complete and total system shutdown when closed each evening. In the cooling mode, the HVAC system shall be off. In the heating season, the heating system will operate at a reduced space temperature of 60 degrees.
- To maintain an environment conducive to the educational mission of the System, the classroom temperatures when occupied shall be no higher than 72 degrees during the heating season and no lower than 74 degrees in the cooling season. The heating season shall be defined as October 15 to May 1 and cooling season is May 2 to October 14.
- The air conditioning shall not operate during the summer except for summer school, administration areas, authorized special events, and for specific needs for cleaning the facility and humidity control. The Facilities Use Form must be approved by the Central Office to operate air conditioning for special events and specific needs.
- Heating and cooling equipment will be activated no earlier than necessary each morning to allow temperatures to reach adequate levels by the time the students arrive. This operating time will be adjusted for seasonal variations.

- Heating, ventilating and air conditioning equipment shall be turned off within 30 minutes after school dismissal or scheduled school activities.
- Cooling devices, including window air conditioners, shall not operate during the heating season.
- It is the responsibility of the staff members to close windows and doors when the HVAC is operating.
- The head custodian shall turn off all exhaust fans at the end of the school day. The head custodian will turn off all fans during any unoccupied hours.
- The maintenance department will be responsible for vacation shutdown of the facilities.

Conservation Expectations, Lighting Equipment:

- Refrain from turning lights on unless needed.
- Teachers and staff should ensure lights are off when the classrooms, gyms, cafeteria, kitchen, and locker rooms are not occupied.
- Turn on only the necessary lighting for the gyms.
- Utilize partial lighting capacity where available when cleaning.
- The head custodian shall ensure outside lights are off during the day.
- Only security lighting will operate at night.

Conservation Expectations, Electrical Equipment:

- Computers shall be turned off at night and on weekends.
- Copiers and other office equipment shall be turned off at the end of the day.
- Water coolers, soda machines, and candy machines shall be unplugged during summer, spring, and winter breaks and during extended holidays.
- Thermostats will only be adjusted by the head custodian or maintenance personnel and will only be adjusted to the maximum or minimum settings.

Revised June 2015