



# West Carroll Special School District Support Staff Handbook 2015-2016

## PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative procedure, negotiated agreement, or changes in state or federal law.

Any information contained in this staff handbook is subject to periodic unilateral revision or elimination without notice. A copy of the West Carroll School Board Policy Manual is available in the school office and on the District website. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

## STATEMENT OF NONDISCRIMINATION

(5.500, 5.501, 5.502)

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

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

**Director of Schools:** Eric D. 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 General Assembly delegates to the Board of Education the responsibility of managing and controlling district schools. 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 as otherwise provided by law.

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

## STAFF ORGANIZATION

### *CENTRAL OFFICE*

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

### *DISTRICT-WIDE PERSONNEL*

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

### WEST CARROLL PRIMARY SCHOOL

<b>Principal:</b>	Jackie Wester			
<b>School Counselor:</b>	Angie Moore	<b>School Secretary:</b>	Wendy Rogers	
<b>Interventionist:</b>	Amy Murphree	<b>Librarian:</b>	Mistee Cooper	
<b>Educators:</b>	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	
<b>Paraprofessionals:</b>	Melissa Allen	Robin Grass	Janice Vinson	
	Sharlanda Emerson	Jeannie Hooper	Adam Welch	
<b>Custodians:</b>	Jackie Davis	Gerald Mauldin		
<b>Food Service:</b>	Sandra Hudgins, Manager	Jackie Davis	Lori Barrow	

***WEST CARROLL ELEMENTARY SCHOOL***

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

***WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL***

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

## BUILDING HOURS

The building is accessible to staff during the course of the school year between the hours of 7:00 am-3:30 pm, 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.

During summer and other times during the school year when school is not in session, check with the school principal for hours the building will be open.

## DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 am and 4:00 pm during the school year, weekdays. During summer months, district office hours are 8:00 am to 2:30 pm. Check with office staff for information regarding holiday hours.

## STAFF HOURS

(5.602)

Specific hours for staff members are established to meet the specific needs of each building as determined by the principal or immediate supervisor.

**My hours are:** \_\_\_\_\_.

## ABSENCES

(5.602)

Staff members unable to report to work for any reason must report the absence to their immediate supervisor who will determine if a substitute will be needed.

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. on the day preceding the 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](http://www.wcssd.org)).

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

## 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)*.
- As required by state law, the Director of Schools must approve 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 statuettes (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; 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 to support a 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, aboard school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately.

Reports should include details of property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours of the incident or on the next scheduled district workday, whichever comes first.

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 superintendent. 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.

## **BREAKS**

Scheduled breaks are provided to all support employees to ensure safety, maintain efficiency, and meet the requirements of the law. All non-certified support staff who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour shifts are entitled to two 15-minute breaks. Employees are expected to adhere to the break schedule established by the building principal or immediate supervisor. Deviation from the regularly scheduled break period requires the prior approval of a supervisor.

## **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 observed suspected bullying behavior is required to report that behavior to the building principal. 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 those 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 1-877-542-2873. DCS has established a hotline for school personnel only at 1-855-209-4226. Either number may be used to report suspected abuse the Tennessee

Department of Children's Services. The building principal should be informed when the report is made.

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.

## **SECURITY**

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, employees 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 of at least 30 seconds duration with soap and running water 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 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\*\*. Affected surfaces may include equipment, counters, mats (including those used in physical education and athletic events), toys, and changing tables.
  - a. Follow the label instructions when using EPA approved disinfectants.
  - b. In the absence of an EPA approved disinfectant, use a freshly made solution of one part bleach to nine parts water of water. Allow the surface to air dry.
  - c. Other disinfectants recommended by the Center for Disease Control may be used.
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 then 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, STAFF**

(5.501, 5.502, 6.305)

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.

## **CONFIDENTIAL**

(6.600)

Student information is confidential. Any student information obtaining by an employee during the performance of his or her duties should be shared only with other appropriate school personnel.

## **CONTRACTS AND COMPENSATION**

(5.111, 5.112)

Each employee 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.

## **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.

### **DAILY BULLETIN/ANNOUNCEMENTS**

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

### **DISCIPLINE AND DISCHARGE**

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

### **DRESS CODE**

(6.310)

Adults working in the school system should set a good example for students in every possible way. Support staff should be guided in their grooming habits by what is generally accepted for those working in their job assignments. All West Carroll Employees will report for duty neat, clean, and dressed 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.

Employees working in classrooms, libraries, and offices may wear jeans 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. Custodians are permitted to wear jeans as a necessary part of their daily attire.

### **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](http://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 every employee to inform the building administrator in the event emergency response and evacuation plans are not posted in a 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.

Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation period (up to 90 days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Support personnel employed for more than one (1) year shall be evaluated at least once a year.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures 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.

## **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.

## **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*. Every employee of the District is required to sign this agreement.

## **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. Replacement keys will be issued within 72 hours of the completion of a lost or stolen key report form, presentation of the broken or damaged key(s), and the submission of assessed fees.
6. Charges for lost or stolen keys may be made to the staff member to whom the key(s) have been issued.

## **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 in a 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.

### **RESIGNATION OF STAFF**

(5.200, 5.201)

Support personnel shall give the immediate supervisor written notice of resignation at least ten (10) working days in advance of the effective date of voluntary termination. When provided with adequate justification, the superintendent may waive the ten (10) working days requirement.

### **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.

### **STAFF CONDUCT**

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

## **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 is provided as necessary to assist all staff in recognizing and responding 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 to follow safety rules adapted by 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 the possibility of hazardous contact with moving parts.
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job.
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory).
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited (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 feasible 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 areas, 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, and budget and facility planning. Contact the building principal for additional information regarding possible participation in building and district level committees.

#### **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. Employees should 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.

## **TECHNOLOGY RESOURCES**

(1.805, 4.406)

Technology resources are defined as all systems and networks, 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**

(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. Outgoing 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.

- 1<sup>st</sup> violation-Warning
- 2<sup>nd</sup> violation-Written reprimand
- 3<sup>rd</sup> 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 device, 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.

### **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.

### **VACATIONS AND HOLIDAYS**

Support personnel, if on active payroll at the time, shall be entitled to the following holidays:

- July 4<sup>th</sup>
- Thanksgiving (2 Days)
- Christmas/New Year’s Day (5 Days)
- Labor Day
- Spring Break (2 Days)

Equivalent days, as approved by the superintendent, may be taken when these days fall on weekends or scheduled school days.

### **VISITORS**

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 July 2015**