

# TULLAHOMA CITY SCHOOLS EMPLOYEE HANDBOOK

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## PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative procedure, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination without notice. A copy of Tullahoma City Schools Board Policy Manual is available in the school office and library and on-line. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration. **All employment is “at-will” and nothing in this handbook should be construed to create an employment contract.**

Equal employment opportunity and treatment shall be practiced by TCS 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 has 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 Central Office for additional information and/or compliance issues:

Dr. Greg Carter

Tullahoma City Schools

510 South Jackson Street Tullahoma, TN 37388 (931) 454-2600

## STAFF ORGANIZATION

### CENTRAL OFFICE

DIRECTOR OF SCHOOLS .....	Dr. Dan Lawson
DEPUTY DIRECTOR/DIRECTOR OF PERSONNEL	Dr. Greg Carter
DIRECTOR OF BUSINESS AFFAIRS ...	Mike Roggli
DIRECTOR OF INSTRUCTION .....	Susan Fanniing
DIRECTOR OF SPECIAL EDUCATION. .	Dr. Tammy Hatfield
DIRECTOR OF SCHOOL NUTRITION .....	Angela Cardwell
ATTENDANCE SUPERVISOR .....	Kay Scoggins
COMMUNITY HEALTH SERVICES .....	Gina Bumbalough
KOOL KIDS .....	Jamie Shasteen
DIRECTOR OF TECHNOLOGY SERVICES .	Diane Darlington
SECRETARY TO THE DIRECTOR .....	Sandy Jones
PERSONNEL ASSISTANT ... ..	Phyllis Dillingham
SECRETARY FOR INSTRUCTION .....	Jada Alexander
PAYROLL .....	Gina Lampkin
SECRETARY FOR SCHOOL NUTRITION .	Dot Boyles
BOOKKEEPER .....	Julie Phillips
BOOKKEEPER .....	Julie Rogers

## **PRINCIPALS**

Tullahoma High School . . . . . Kathy Rose

Dean of Women . . . . . Dr. Shannon Duncan

Dean of Men . . . . . Greg English

Assistant Principal/CTE Director .. Dr. Shari Zimmerman

Director of Athletics ... John Olive

East Middle School . . . . . Dr. Charles Lawson

    Middle School Assistant . . . . . Travis Moore

West Middle School . . . . . Cindy Herrera

    West Middle School Assistant . . . Travis Moore

Bel-Aire Elementary . . . . . April Norris

East Lincoln Elementary . . . . . Scott Hargrove

Jack T. Farrar Elementary . . . . . Debbie Edens

Robert E. Lee Elementary . . . . . Dr. Woody Dillehay

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

Tullahoma City Education Association is a Uni-Serve member affiliated with the Tennessee Education Association and the National Education Association. Tullahoma City Schools does not negotiate a contract.

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the third Monday of each month at the Administration Building at 510 South Jackson Street. Meetings begin 5:30 p. m. 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.

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

### **BUILDING HOURS**

The building is accessible to staff during the course of the school year between the hours of 7:00 a. m. and 4:00 p. m. weekdays. Staff members requiring access at other times, including weekends, may do so by contacting the building principal for key checkout procedures.

During summer and other times during the school year when school is not in session, the building is open for staff at the discretion of the building principal.



## **COMMUNITY USE OF BUILDING**

The building is open to community groups during the week and weekends for approved use when such use does not interfere with TCS programs. There is a facility rental fee charged for outside usage of school buildings or grounds.

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

## **CONFERENCE AFFILIATION**

Tulahoma High School is a member of the Tennessee Secondary School Athletic Association (TSSAA) and participates in recognized activities with schools comprised of comparable enrollments and activity programs.

The high school participates in the following TSSAA recognized activities:

Men's Sports	Women's Sports
Football	Basketball
Basketball	Softball
Baseball	Track
Track	Golf
Golf	Cross Country
Cross Country	Tennis
Tennis	Volleyball
Wrestling	Soccer
Soccer	Cheerleading

## **TULLAHOMA CITY SCHOOLS OFFICE HOURS**

The TCS office is open between the hours of 8:00 a.m. to 4:00 p.m. during the school year, M - F. During summer months and other times during the school year when school is not in session, the office is open between the hours of 8:00 a.m. to 4:00 p.m. daily, with changes to this schedule as posted on the office door.

## **STAFF OPERATIONS**

### **ABSENCES**

Staff members unable to report to work for any reason must notify the school principal or assistant principal and the substitute coordinator as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the

following day should contact the building principal as soon as the decision is made. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence. Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building principal. The principal will make final decisions regarding substitute use or non-use. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or for temporary absences from their duties.

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

An absence report form must be completed and returned to the school office for all staff absences including absences due to school or TCS related activities. The building principal and the Director of Personnel must approve all absences.

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

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

### *Eligibility*

In accordance with federal law, staff members employed by TCS 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:

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

### *Calculating the 12-Month Period for Leave*

TCS will use the school year, July 1 through June 30, for calculating the 12-month period in which the 12 work week FMLA leave entitlement occurs for all employees.

### *Paid/Unpaid Leave*

Family leave under federal law is generally unpaid. TCS requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy) before taking FMLA leave without pay for the leave period. TCS requires the employee to take any leave pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) concurrently with FMLA leave.

TCS will notify the employee about FMLA leave and that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or

within two working days of the employee's notice of an unanticipated or emergency leave.

If TCS does not have sufficient information to make a determination of whether the leave qualifies as FMLA leave (the employee may be required to provide additional information to allow a determination of whether the leave qualifies under FMLA), TCS will provide the required notice promptly when the information is made available, but no later than two working days after TCS has received the necessary information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

### *Application*

Staff members requesting FMLA leave shall submit to TCS a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as not to unduly disrupt the operation of TCS.

If advanced notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the need for leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in TCS delaying the staff member's leave for up to 30 days after the notice is ultimately given.

### *Medical Certification*

If the staff member provides 30 or more days notice when applying for FMLA leave, he/she may be required to provide medical documentation when appropriate to support the request for leave before the leave begins. TCS will provide written notice to employees of this requirement within three working days of the staff member's request for leave.

Under federal law, a second medical opinion at TCS expense may be required whenever TCS has reason to doubt the validity of the initial medical opinion. TCS may select the health care provider. Should the first and second medical certifications differ, a third opinion may be required. TCS and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. TCS will pay for second and third opinions and the actual travel expenses for a staff member to obtain such opinions.

If the leave is for the purpose of an employee's own serious health condition, he/she must also provide a fitness for duty medical release from the health care provider before returning to work. The employee shall be required to report periodically on the employee's status and intent to return to work.

### *Continuation of Health Insurance Benefits*

Under FMLA leave, group health insurance benefits and premium payments will be continued on the same basis as coverage would have been provided and premiums paid in the absence of leave. TCS will

continue to pay the district's contribution toward the employee's premium. If the employee uses accrued paid leave, premiums will continue to be deducted from the payroll. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. TCS obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. TCS will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

### *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. See the personnel director for details of this or any other provision of FMLA leave.

### **SICK LEAVE**

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

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

A signed statement listing the cause of absence on forms furnished by the Director shall promptly be given by the employee to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system unless the teacher was terminated for cause or breaks a contract without justifiable reason, provided that the superintendent of the system in which the accumulated leave was held provides notarized verification.

Sick leave for maternity purposes may be taken during the period of physical disability only. This period of disability is considered to be thirty (30) days unless there are medical complications adding to the time of disability. A request for any additional days beyond thirty shall be accompanied by a doctor's statement of disability. 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.

### **SICK LEAVE BANK**

Tulahoma City Schools provides access to a sick leave bank under state guidelines for full-time. To join, a member shall contribute two (2) days the first year of employment, and one (1) day the

second year of employment to the bank. To request days from the bank, a member must have exhausted all paid leave (sick leave, vacation, and/or personal leave), and have taken five days of leave without pay. Leave from the bank may be requested in increments of five to twenty days and will be accompanied by a doctor's statement of disability. Please contact the personnel office for full details.

## **ACCIDENT/INCIDENT REPORTS**

All accidents/incidents occurring on TCS property, 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 cover property damage as well as personal injury. Tullahoma City Schools carries workmen's compensation insurance for its employees. If either professional or support staff are injured on the job, contact the building principal or immediate supervisor, then file a claim with the personnel office. The claim must be reported and filed within 24 hours of the occurrence of the injury. Please contact the personnel office prior to visiting a physician for a workmen's compensation claim. There is a panel of approved physicians who are used for treatment of worker's compensation claims. In the case of an injury requiring emergency treatment, an employee may go or be taken to the emergency room, or may be transported by ambulance. The principal and personnel office should be contacted as soon as possible.

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

## **ADMISSION TO TCS EXTRACURRICULAR ACTIVITIES**

Complimentary passes are provided to all staff attending school-sponsored extracurricular activities held in TCS. Staff are expected to assist in the supervision of students and in general crowd control as needed while attending such events. Staff members are representatives of TCS and are expected to act accordingly.

## **BREAKS**

Scheduled breaks are provided to all support employees to ensure safety, efficiency and to meet the requirements of law. All support staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks, one each four hours, and a thirty-minute lunch/dinner break. 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 prior supervisor approval.

## **CARE/USE OF TCS PROPERTY**

All staff members are expected to exercise continuous and vigilant care of all TCS-owned property. Such items as computer and video equipment, typewriters and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of TCS property through vandalism or malicious mischief should be reported immediately to the building principal.

Staff may check out certain TCS-owned equipment, including computers. Such equipment shall not be used for personal financial gain. In the event of loss or damage, a fee will be assessed by TCS according to the repair or replacement costs.

## **CASH IN TCS BUILDINGS**

Money collected by staff as a result of fundraisers or other school related purposes shall be deposited in the office. At no time is money to be kept overnight or held during holidays or for long periods of time in classrooms. Staff members should emphasize to students the importance of promptly depositing money collected with appropriate school officials.

## **CHECKOUT**

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

Teachers may leave the building and grounds during lunch or preparation periods in necessary circumstances. Departures from the building must be reported to the building principal, assistant principal, or designee.

Support personnel are permitted to leave the building and grounds with the permission of the building principal or immediate supervisor.

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

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

The building principal will collect all staff keys at the completion of the school year unless assigned duties require continued access.

All professional staff will complete a checkout procedure:

The following items are to be signed off by office staff:

- \_\_\_\_\_ 1. Student assessment sheets completed and turned in, including attendance and citizenship marks for all students.
- \_\_\_\_\_ 2. Copies of all finals, test/finals key and grading scales turned in to the office for students who need to make up final tests.

The following item to be signed off by media staff:

- \_\_\_\_\_ 3. Library/Media equipment/materials checked-in.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(List any equipment/materials not checked in and replacement costs)

The following items are be signed off by principal/athletic director:

- \_\_\_\_\_ 4. All activities/athletic materials/equipment, including all team equipment and uniforms, checked in

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(List any materials/equipment not checked-in and replacement costs)

- \_\_\_\_\_ 5. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.

The following items are be signed off by office staff/building principal:

- \_\_\_\_\_ 6. Inventory all classroom furniture, equipment and textbooks/instructional materials stored in classroom. Retain one copy for classroom files and one copy to office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(List any furniture, equipment/textbooks/instructional materials not accounted for and replacement costs)

- \_\_\_\_\_ 7. Furniture and equipment in need of repair has been labeled and list submitted to office.

- \_\_\_\_\_ 8. Room check completed. Desks, lab, shop equipment cleaned, blackboards erased, personal property removed and all TCS equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and wall have been removed.

- \_\_\_\_\_ 9. Daily class record books completed including:

- a. Teacher name, date and subject/class clearly marked;
- b. First and second quarter grades and final quarter test grades for first semester clearly marked;
- c. Third and fourth quarter grade and final quarter test grades for second semester clearly marked;
- d. First and second semester grades and final semester test grades clearly marked;
- e. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal as appropriate. Include grade earned to last date of enrollment in class;
- f. Grading scale, curve, etc. that indicates how grade was determined clearly marked for all classes/subjects;
- g. Total number of absences for each grading period and total cumulative absences for each semester

clearly marked;

h. Common curriculum goals/essential learning skills assessed clearly marked.

\_\_\_\_\_ 10. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year completed and turned in to the office;

\_\_\_\_\_ 11. Student portfolios completed and stored in designated area (if applicable);

\_\_\_\_\_ 12. Mailbox emptied;

\_\_\_\_\_ 13. All keys marked and turned in to office;

\_\_\_\_\_ 14. Summer address, phone number and alternate/emergency phone number turned in to office.

### **CHILD ABUSE REPORTING**

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

For the purpose of this section, abuse includes:

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

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by TCS disciplinary action up to and including dismissal. Tennessee law provides that a staff member, who, based on reasonable grounds, participates in the good faith making of a child abuse report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

### **CLASSROOM SECURITY**

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The TCS will not be



responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism.

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

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

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

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

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

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

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

Additionally, HBV vaccination will be made available free of charge to all staff. Report any occupational exposure to bloodborne pathogens to the building principal and/or the school nurse. Following a report of an exposure incident, TCS will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

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

TCS 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 bloodborne 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 vomit.

4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap if necessary.
6. In the event handwashing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by TCS as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA)\*\* approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with TCS 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 TCS property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or a mechanical device such as a broom, brush, and dust pan. Any such items found must be disposed of in closable puncture-resistant, leak proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever

splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.

14. If a first aid situation occurs, student should report to a person in authority, staff should report to a supervisor.

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

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

## **COMPLAINTS**

### **Staff Complaints**

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

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

### **Student/Parent Complaints**

TCS 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. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she 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 for appropriate building administrator follow-up. All staff members should familiarize themselves with Board policy regarding the handling of complaints.

## **CONFIDENTIALITY**

All employees are to be aware of the requirement and the need for confidentiality in the discussion of students or student records. The Family Educational Rights Privacy Act (FERPA) sets the federal standards for information that can and cannot be shared concerning students and their families.

Employees shall not discuss students or student records with any person who has no protected right to such information.

All employees shall respect the confidentiality deserved by all other colleagues as well. Employees of Tullahoma City Schools shall not disclose information about colleagues obtained in the course of their professional service unless disclosure serves a compelling professional purpose or is required by law. Employees shall not make false or malicious statements about a colleague.

## **CONTRACTS AND COMPENSATION**

All professionally licensed employees will be issued a written contract.

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the personnel office in accordance with timelines established by TCS.

## **COPYRIGHT**

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

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

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

"Fair use" guidelines are as follows:

### **Fair Use**

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

##### **A. Permissible uses — TCS 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 — TCS employees may not:
- 1. Copy more than one work or two excerpts from a single author during one class term
  - 2. Copy more than three works from a collective work or periodical volume during one class term
  - 3. Copy more than nine sets of multiple copies for distribution to students in one class term
  - 4. Copy to create or replace or substitute for anthologies or collective works
  - 5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets
  - 6. Copy the same work from term to term
  - 7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner
- D. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## II. Sheet and Recorded Music

- A. Permissible uses — TCS 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" in unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class
  - 4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, is any, altered or lyrics added if none exist
  - 5. Copy complete works 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 — TCS employees may not:

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

III. Television-Off-the-Air Taping

A. Permissible uses — TCS 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. 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 coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period with the building media specialist

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 — TCS 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. Exchange program(s) with other schools in TCS or other school districts without the approval of the media/library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
8. Use the recording for public or commercial viewing.
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

#### IV. Purchase and Use of Videotapes

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

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

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

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

#### V. Computer Software

##### A. Permissible uses — TCS 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 — TCS 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 TCS 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 TCS;
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 -- TCS 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 -- TCS employees may not:

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

VIII. Performances

A. Permissible uses -- TCS employees must:

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

**CONFERENCES**

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

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

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

**CRIMINAL RECORDS CHECKS/FINGERPRINTING**

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

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

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor that must be reported to the District Attorney General for prosecution.

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

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

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

*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] [shall not] reimburse the applicant if the applicant accepts a position as a teacher. Substitute teachers, school maintenance employees, food service and transportation employees [shall] [shall not] be reimbursed for criminal history checks and fingerprinting.*

## **CURRICULUM**

Curriculum guides are available for all courses taught in TCS. Curriculum guides reflect a consistent and coherent structure for the education of TCS students.

The curriculum established for the courses and grade levels of TCS are based on State mandated standards and provide 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 building principal approval. 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.

## **DISCIPLINE AND DISCHARGE**

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

## **DRUG-FREE WORKPLACE**

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

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities;

off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

Each staff member must abide by the terms of TCS drug-free workplace policy.

TCS, 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, TCS shall:

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

## **E-MAIL**

Electronic mail capability among TCS staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments.

Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

## **EMERGENCY CLOSURES**

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

A one-call system and/or e-mail list to notify TCS staff will be used in the event of delayed openings or school closures. Additionally, the following radio/TV stations regularly report delayed openings and school closures:

WKRN Channel 2  
WSMV Channel 4  
NEWS Channel 5  
CATV Channel 6

101.5 FM  
WSM 650 AM  
WJIG 740 AM  
WSM 95.5 FM

WTN 99.7 FM  
WHVK 93.3 FM

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

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

## **EMPLOYEE ASSISTANCE PROGRAM**

All staff members are eligible to participate in the Employee Assistance Program. The EAP is administered through Magellan Health. Free consultations are provided for stress management, coping with illness, alcohol and drug counseling, family problems, anger management, debt management, marital problems, or other life problems. For assistance, contact:

1-800-308-4934

[www.MagellanHealth.com](http://www.MagellanHealth.com)

## **EVALUATION OF STAFF**

TCS uses the TEAM evaluation model as approved by the Tennessee Department of Education. Information and resources are located at <http://team-tn.org/>

Support staff will be formally evaluated once each year during their first two years of employment with TCS, then every other year thereafter.

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

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all support staff will be set by the building principal. Support staff are not to 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/or administrative regulations.

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

- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement 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 prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or TCS goals. Fund-raising must not interfere with or disrupt school.

All money raised must be receipted and deposited.

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

## **GIFTS AND SOLICITATIONS**

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

Staff members are prohibited from accepting items of material value from companies or organizations doing business with TCS. 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.

Grievances shall be in writing according to established Board Policy. Please consult the Board Policy Manual in the principal's office or in the library.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the 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 the issue.

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

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

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

## **HARASSMENT**

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

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability and sex.

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

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

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

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or Title IX Coordinator or superintendent 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 TCS complaint process, at any time, as provided by law.

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

### **IDENTIFICATION BADGES**

All staff members will be issued a photo identification badge to be worn at all times when students are present in buildings.

### **INTERNET USE**

Staff access to the Internet is provided upon the receipt of a signed Technology User Agreement Form.

### **INVENTORY**

Teachers and staff are responsible for maintaining an inventory of all items in their room or area of responsibility. An inventory list is turned in to the office at the completion of each school year.

### **JOB SHARING**

Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

TCS overall cost of a job share may not exceed that of one full-time equivalency.

Job sharing requests are considered on an individual basis and subject to superintendent approval.

### **JURY DUTY**

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

## **Court Appearances**

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

If a teacher is summoned to court as a result of the teacher's regular job duties, the teacher may request professional leave.

## **KEYS**

Keys may be 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, or other public areas.
3. Keys may not be loaned to students or to individuals not employed by TCS. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, or other actions.
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 TCS property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Charges for lost or stolen keys may be made to the staff member to whom the key(s) have been issued.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

## **LESSON PLANS**

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

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

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 TCS-approved course of study.

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

General plans 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**

Teachers offered employment in TCS must present their original or online teaching license to the personnel office.

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

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

## **MAIL AND DELIVERY SERVICES**

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

To avoid overburdening the service, staff are requested to limit the use of interschool mail for the delivery of personal letters, notes or materials to other employees.

Professional employee organizations may use the service in accordance with Board policy on the use of school facilities.

All staff are to check their mailboxes and remove mail daily. Students should not pick up mail from staff mailboxes.

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

## **MATERIALS DISTRIBUTION**

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

## **MEETINGS**

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

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

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

### **PARKING/TRAFFIC CONTROLS**

Please consult with the building principal concerning parking and traffic.

### **PARTICIPATION IN POLITICAL ACTIVITIES**

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

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

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

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

### **PETTY CASH**

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$25 with prior approval from the building principal.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business manager. Requests must be submitted no later than 10 days of the purchase or approval for the reimbursement will be denied.

### **PERSONNEL RECORDS**

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

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

The following guidelines shall be followed:

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

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

## **PLANNING PERIODS**

Planning time is incorporated into the teaching day for each instructional position. The building principal, in emergency or unusual circumstances, may direct instructional staff to temporarily assume duties during this time. Planning time is for the purpose of developing the instructional program. Teachers must inform the principal or designee when leaving the building during planning time.

## **PROGRESS REPORTS**

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and citizenship progress to date.

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

Forms are available in the office.

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

## **PURCHASE ORDERS**

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

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

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

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

#### **RELEASE OF GENERAL STAFF INFORMATION**

Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours. An employee home address and telephone number are now considered confidential and may not be disclosed without the employee's permission.

Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number or driver's license information except where driving or operating a vehicle is considered a part of the employee's duties, unless release of this information is expressly authorized by the employee.

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

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

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

#### **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use TCS 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 TCS use with TCS time, money and facilities as part of the employee's job responsibilities remain the property of TCS.

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

## **RESIGNATION OF STAFF**

A teacher shall give the superintendent notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (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 that 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 the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.

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

## **RETIREMENT**

Professionally licensed employees are required to join the Tennessee Consolidated retirement System. Support staff have the option of joining Tullahoma City Schools Retirement Plan. Please request information concerning eligibility and enrollment from the personnel office.

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

## **SMOKING**

Smoking is not permitted inside any school building at any time, nor within 50 feet of an entrance to a school building, nor on any school grounds while children are present. Smoking in public arenas such as outdoor sporting events must be in a designated area at least 50 feet away from any seating area, restroom or concession stand, and where no smoke may blow back into these areas.

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from non-school sources require building principal approval 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, that supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval.

## **STAFF CONDUCT**

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

Additionally, all licensed staff are 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**

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

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

All requests for 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 TCS and building goals and job assignment. Requests require prior building principal approval. Forms are available in the office.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean in appearance and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a profession demands setting 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 most generally acceptable in the business and professional world.

### **STAFF ETHICS**

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

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 TCS 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. TCS facilities, equipment or materials may not be used in performing outside work.

### **STAFF HEALTH AND SAFETY**

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of TCS.



2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker.
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 that 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**

TCS encourages all staff to participate in community activities that 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 TCS and building activities as the establishment of TCS 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 TCS level committee work that may be available.

## **STAFF/PARENT RELATIONS**

TCS 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 TCS any court order that curtails the rights of the non-custodial parent.

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

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

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

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

## **STAFF/STUDENT RELATIONS**

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

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with TCS 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-LOUNGE**

A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff 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.

### **SUNSHINE/HOSPITALITY COMMITTEE**

Each building may establish a sunshine/hospitality committee according to its own procedures.

### **SUPERVISION OF STUDENTS**

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

All teachers are expected to be 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 to arrange for temporary coverage.

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

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

### **TEACHING ABOUT RELIGION**

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

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

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

## **TECHNOLOGY RESOURCES**

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

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

## **TELEPHONES**

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

## **TOBACCO-FREE ENVIRONMENT**

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

## **TUTORING**

No tutoring for which a staff member receives a fee is permitted in TCS schools or on school time and no TCS-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 TCS procedures.
3. TCS authorized and/or sponsored programs.

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

TCS reimburses employees for approved use of private vehicles for school business purposes at the rate of \$0.50 per mile (or the most current approved rate). The Director of Schools must approve all mileage forms for payment.

## **VACANCIES/TRANSFERS**

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

## **VACATIONS AND HOLIDAYS**

Professional personnel vacation days and holidays are listed on the Board approved calendar each year.

Support personnel employed for twelve months shall earn ten (10) days of vacation time each year. The superintendent and immediate supervisor must approve the time of vacation.

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

July 4  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day

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

## **VOLUNTEERS**

TCS 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 that will ensure maximum contribution to the welfare and educational growth of students.

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

The use of volunteers requires prior building principal approval.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription an/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 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**

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

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

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

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

### **ALTERNATIVE SCHOOL**

An alternative school program is provided for students whose behavior makes it necessary for them to be removed from the regular program. The alternative school program is provided for students in grades 9-12 at Tullahoma High School and meets at the Old West Middle School

## **ASSEMBLIES**

Students are required to attend all school assemblies. Those who refuse to attend are to be referred to the office.

All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

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

## **ASSESSMENT PROGRAMS**

TCS assessment program has been developed to meet state requirements and local TCS 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 TCS and state assessments will be announced by the building principal as appropriate.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

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 counselor and/or 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 principal in K-8, the counselor 9-12.

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

Any student with the proper add slip or who has otherwise been added to a particular class is to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office or principal.

## **BILINGUAL EDUCATION**

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

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

Staff in need of assistance in translation, materials selection, special curriculum development, or other needs., should contact the office.

## **BREAKFAST/LUNCH PROGRAMS**

TCS participates in the National School Lunch and School Breakfast programs.

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

## **CLASS INTERRUPTIONS**

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

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

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

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, TCS 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 superintendent.

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

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

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

## **CONTESTS FOR STUDENTS**

TCS 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 approved by the building principal and be consistent with the purposes and educational aims of TCS.

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.

### **COUNSELING AND GUIDANCE PROGRAM**

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

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the area of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of TCS, 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. 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.

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

## **DISMISSAL OF CLASSES**

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

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

TCS will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances) in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off school property.

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

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

## **EMERGENCY DRILLS**

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.

The warning signal for a fire alarm/drill will be posted in each building handbook. 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 turn off lights and close door;
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. Each teacher is to direct students to the designated safe area.
2. The proper positions that students may take in shelter areas are listed and explained. One of the following positions should be used.
  - a. Rest on knees, lean forward, cover face by crossing arms above face.
  - b. Sit on the floor, cross legs, cover 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. Students and teachers shall 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 "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**

Building principal approval is required prior to showing a feature film/video to students in TCS classrooms. Only age-appropriate films/videos rated [G, PG or PG-13] may be authorized for classroom use. All films/videos must be checked out or ordered through the school media center.

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.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

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

## **FIELD TRIPS AND SPECIAL EVENTS**

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

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

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

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

Overnight trips must have written approval from the Director of Schools.

The Board must approve any out-of-state travel.

## **GIFTED PROGRAMS**

Programs for gifted students are encompassed in the special education program and services.

## **GRADING**

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

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

Letter grades will be assigned according to the practices of each school.

Grading will be on a nine-week basis.

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

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

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

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

## **HEALTH SERVICES PROGRAMS**

TCS has an established health services program that provides:

1. Pertinent health information on students, as required by Tennessee statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems and also scoliosis;
3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking medication according to established TCS procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

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

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

## **HOMEBOUND INSTRUCTION**

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

The amount of instructional service provided will be three hours of instruction per week, unless differently mandated by a special education IEP.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school. The homebound teacher is responsible for the instruction provided and the grade for the student during the absence.

## **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.

## **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 TCS.

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.

### **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. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

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

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

### **MEDIA ACCESS TO STUDENTS**

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

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

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

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

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

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

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

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

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

### **PROGRAM EXEMPTIONS**

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

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

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



## **PSYCHOLOGICAL TESTING SERVICES**

Psychological tests, excluding intelligence tests, may be administered to student only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents.

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

## **RESUSCITATION**

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

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained TCS staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR). In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

## **RETENTION OF STUDENTS**

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

Exception will be made only after prior notification and explanation to the student's parents. The final decision will rest with the building principal and the Director of Instruction

## **SPECIAL EDUCATION SERVICES**

Students ages 3 through 21 living in the district who have been evaluated and found eligible for services or programs for students with disabilities are served by TCS special education department.

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

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

Placements are made by the child's IEP team, which consists of special education staff, the student's teacher, or if the student does not have a regular teacher, a teacher qualified to teach a student the same

age, the student's parents, the student when appropriate and other individuals at the discretion of the parent or TCS.

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 of a student's IEP.

## **SPEECH AND LANGUAGE PROGRAM**

TCS provides speech and language services through the special education program. For information contact a special education teacher at your building, or the Director of Special Education at 454-2639.

## **STUDENT ACTIVITY FUNDS**

All monies raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. The building principal must approve all student activity fund expenditures.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. 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**

All students are to comply with TCS 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 TCS property; at any TCS-sponsored activity regardless of location; or when traveling to or from school for TCS-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

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

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

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

## **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention.

Students who are detained after school are not to be left unsupervised during their detention.

## **STUDENT DISCIPLINE**

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

### **MISBEHAVIORS: Level I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

*Examples* (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions

*Disciplinary Procedures:*

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Identify offender and determine that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

*Disciplinary Options:*

- Verbal reprimand
- Special Assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits that might affect citizenship or department grades
- Strict supervised study

Detention  
Conference with parent  
In-school suspension

## **MISBEHAVIORS: Level II**

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

*Examples* (not an exclusive listing):

Continuation of unmodified Level I behaviors  
School or class tardiness  
School or class truancy  
Use of tobacco in unauthorized areas  
Using forged notes or excuses  
Disruptive classroom behavior  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.  
Principal meets with student and teacher.  
Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.  
Principal takes appropriate disciplinary action and notifies teacher of action.  
Record of offense and disciplinary action maintained by principal.

*Disciplinary Options:*

Conference with parent  
Teacher/schedule change  
Modified probation  
Behavior modification  
Social probation  
Peer counseling  
Referral to outside agency  
In-school suspension  
Transfer  
Detention  
Suspension from school-sponsored activities or from riding school bus  
Restricting school related honors student is otherwise due  
Out-of-school suspension (not to exceed ten (10) days) without a hearing.

### **MISBEHAVIORS: Level III**

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

*Examples* (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

Fighting (simple)

Vandalism (minor)

Stealing

Threats to others

Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.

Principal meets with student and teacher.

Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.

Principal takes appropriate disciplinary action.

Principal may refer student for an administrative hearing.

Any change in school assignment is appealable to the Board.

Record of offense and disciplinary action maintained by principal and director of personnel.

*Disciplinary Options:*

In-school suspension

Detention

Restitution from loss, damage or stolen property

Out-of-school suspension not to exceed ten (10) days without an administrative hearing

Social adjustment classes

Transfer

Expulsion

### **MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by administrative hearing or the Board.

*Examples* (not an exclusive listing):

Unmodified Level I, II and III behaviors

Death threat (hit list)

Extortion

Bomb threat  
Possession/use/transfer of dangerous weapons (firearms)\*  
Assault  
Battery \*  
Vandalism  
Theft/possession/sale of stolen property  
Arson  
Possession of unauthorized substances \*  
Use/transfer of unauthorized substances  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Principal confers with appropriate staff members and with the student.  
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.  
Parents are notified.  
Law enforcement officials are contacted.  
Incident is reported and recommendations made to the director of schools.  
Complete and accurate reports are submitted to the director of schools.  
Student is given administrative hearing.

*Disciplinary Options:*

Expulsion  
Alternative schools  
Other hearing authority or Board action that results in appropriate placement  
\* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

Students with disabilities shall be expected to comply with all rules. Discipline of students with disabilities for misconduct shall be administered in accordance with IDEA.

**STUDENT DISMISSAL PRECAUTIONS**

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

**STUDENT INDEPENDENT STUDY PROGRAM**

Tullahoma High School provides guidelines for independent study programs. There is also a joint enrollment procedure with Motlow College. Interested students should contact the guidance office for information.

**STUDENT/PARENT HANDBOOK**

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

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

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

### **STUDENT PERFORMANCES**

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

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

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

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Tullahoma City Schools does not provide transportation of students to and from school. The only exceptions are for special education students when required by the IEP. Transportation for curricular and extracurricular activities sponsored by TCS shall be provided by TCS transportation system in accordance with TCS 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. TCS assumes no liability for any driver of a private vehicle.

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

### **STUDENT WITHDRAWAL FROM SCHOOL**

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

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

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

## **STUDENT/WORK STUDY PROGRAM**

Tullahoma High School has procedures for students to participate in work-study programs. Information may be obtained in the guidance office.

## **TEACHER/STUDENT ADVISOR PROGRAM**

Teacher/ student advisory programs are incorporated within the individual school program. Each school has developed guidelines for implementation.

## **TITLE I PROGRAMS**

In order to help meet the needs of disadvantaged students, TCS participates in Title I, federally funded programs that provide basic instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas.

Students identified in need of Title I services are provided instruction on a daily schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction. Students eligible for special education services are not eligible for the Title I program.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title I staff.

## **VISITORS**

All visitors must report to the office and sign in. ID badges will be issued to all visitors.

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.



## **Receipt of Tullahoma City Schools Employee Handbook**

I hereby acknowledge receipt of a copy of the Tullahoma City Schools Employee Handbook.

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

I understand that any rules, policies and procedures described in the handbook may be modified, varied or deleted by Tullahoma City Schools at any time.

*Signature*

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*Date*

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