

Handbook for

SUBSTITUTE TEACHERS



Franklin County School System
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REQUIREMENTS

Applicants are required to attend a substitute teacher in-service training provided by the Franklin County School System unless he/she holds a valid teaching license issued by the State of Tennessee. All applicants for the job of substitute teacher must have a minimum of a high school diploma or a general equivalency diploma and are required to submit a copy of their diploma/GED at training. A pre-employment assessment test will be administered, at the in-service, to all potential substitutes to demonstrate that they have fundamental reading, language arts, and math skills. A satisfactory score on the assessment is required before the applicant can be submitted to the Director of Schools for approval.

Qualifying applicants are required to be fingerprinted for the purpose of performing a criminal background check at both the state and national level. If recommended, substitute teachers are employed pending satisfactory results of the background check. **The Franklin County School System reserves the right to deny employment to any applicant with unsatisfactory results from the criminal background check and department of children's services background check.** Applicants will then be submitted to the Director of Schools for approval before being added to the substitute lists and subsequently being used as a substitute. An applicant should never be used until approval is granted by the Director of Schools.

It is the responsibility of the substitute to provide, and maintain, their correct address and phone number to the Office of Human Resources at the Central Office. Substitutes are also responsible for notifying the Central Office if they wish to terminate their service as substitutes. ***Your name cannot be removed from the substitute list unless you notify the Central Office or you do not respond to the confirmation letter.*** If you would like to be added to or removed from the substitute list of any school, please contact the Office of Human Resources at the Central Office of the Franklin County Schools at (931) 967-0626.

GENERAL INFORMATION

Substitute Classification

Substitute teachers are divided into two classifications:

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| Certified | A teacher who has a valid Tennessee Teaching Certificate or a retired Tennessee public school teacher. When the regular teacher is absent for twenty (20) or more consecutive days, a certified substitute must be employed on the twenty-first day. |
| Regular | An applicant who has a minimum of a high school diploma or GED and scores satisfactorily on the pre-employment assessment. |

Substitute Pay

Substitute pay is broken down into three scales:

- I. Approved substitute teachers with a minimum of a high school diploma or GED will receive \$62.50 a day.
- II. Approved substitute teachers with a degree from a four-year college or university will receive **\$75.00** a day. **The substitute must provide an official college transcript (including the seal) to receive this special rate. This special rate will begin the funding period that the official transcript is received at the Central Office.**
- III. Approved substitute teachers will receive **\$75.00** a day when substituting at the Alternative School.

Substitutes are paid on the **fifteenth of the month**. If the fifteenth falls on a weekend, school holiday, or vacation, checks will be issued on the last previous working day.

It is mandatory for all substitutes to receive their pay checks by direct deposit. If you are not already signed up for direct deposit, please contact the office of Human Resources at the Central Office to complete the necessary paper work.

All employees are eligible to participate in a 403(b) plan regardless of job classification if they meet all guidelines. Contact the Finance Office for questions 931-967-1279.

Time Reporting Procedures

All schools should have a designated computer for signing in on the Siesta Portal. Please be sure to sign in when you arrive at a school and sign out before leaving the same school that afternoon. Teachers will be calling their on substitutes using the Siesta Attendance Program. When you accept a substitute assignment Siesta will connect your information to the teacher on leave.

Initial Substitute List

In July, all substitutes who have subbed a minimum five (5) days will be sent a letter prior to the opening of the new school year to confirm their intent to remain on the active sub list. After receiving confirmations, the human resource office will submit a list for re-approval to the Director of Schools. **Substitutes must be re-approved annually by the Director of Schools.** This list will include the substitutes who were used the preceding year and who responded to the written inquiry. Substitutes not responding to the written inquiry will not be placed on the initial list; their availability as a substitute will be delayed, by as much as six weeks due to required Director Approval and the distribution of an up-dated list of available substitutes.

The initial substitute list may also consist of retired teachers (State of Tennessee), holders of a valid Tennessee teaching license, and others who attended a Substitute Teacher Training session in Franklin County in the last five years. These individuals are submitted for approval and added to the list of available substitutes, upon request; they too, must complete the necessary paperwork.

The list of substitutes is amended as needed; the revised list is then distributed to school principals. The Director of Schools may, when deemed appropriate, remove a name from the list of available substitutes.

Part-Time Employees

Part-time employees are defined as those individuals who are employed to work less than full-time for the specific position. Part-time employees do not receive benefits (this includes sick leave, personal day, and vacation). Neither part-time nor temporary or seasonal employees are eligible for long- and short-term disability. A part-time employee may be eligible for health insurance if the employee averages more than thirty (30) hours weekly during the prior year; this will be on an annual “look back” basis. Contact the Finance Office if you have questions.

Some employee-paid payroll deductions may be available to employees who work from twenty (20) to thirty (30) hours per week. Contact the Finance Office for details.

School Calendar

The school calendar (*Appendix F*) is included in this manual.

School Directory

A current list of all schools, with each school’s pertinent information, is included in this manual as *Appendix A*.

Responsibilities and Guidelines for Substitute Teachers

1. The substitute teacher is obligated not to make comments about any student, teacher, or administrator that will reflect discredit upon that person or upon the teaching profession. Observations which are made during the school day should be discussed only with the school principal, when needed. All conversations should be kept confidential.
2. All school records and reports should be handled with care. Records are confidential and should be treated as such.
3. A substitute teacher's attire and grooming should reflect the professional position of a teacher. The Dress Code (Board Policies 5.6001 and 6.310) for both students and employees has been included on pages 12-15.
4. A friendly, cooperative, and cheerful attitude will set the tone for a good day. Acceptance by faculty and students is largely dependent upon the attitude conveyed by the substitute teacher.
5. The substitute should plan to spend the entire assignment working with and for students. No personal work (needlework, reading, etc.) of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher. This includes grading daily papers, if requested, and leaving a summary of work covered. The substitute must remain in the classroom if a student teacher is teaching.
6. The substitute should familiarize himself/herself with the content of courses to be taught, the school and classroom procedures, and the emergency plan of the school.
7. The substitute should assume responsibility for supervision duties of the regular teacher promptly and in accordance with school rules. This may include bus, lunchroom, or playground duty or other duties as assigned by the building principal.
8. The substitute should report the following to the school office or an administrator as soon as possible:
 - a. Personal injury to pupils or teacher;
 - b. Serious illness of any student;
 - c. Damage to school property; and
 - d. Serious discipline problems or infractions of school rules.
9. The substitute should not call the regular teacher unless specifically requested to do so.
10. The substitute teacher is responsible for maintaining classroom discipline. Disruptive student conduct is not acceptable. When and if serious problems arise, he/she should feel free to turn to the appropriate administrator for assistance.
11. The substitute teacher is responsible for the full schedule of the regular teacher. This includes the regular classroom activities, clubs, study halls, outside duty, and any special responsibilities performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. Substitutes are invited to attend faculty meetings and, at the request of the principal, they may be asked to attend specific meetings.

Daily Procedures

Report to the appropriate school at least fifteen (15) minutes before the school day begins (8:00 a.m.).

1. Check in with the office each time you substitute.
2. Meet with the principal or secretary for orientation to the school policies and procedures such as attendance, discipline, class schedules and lesson plans (*Appendix D*).
3. Maintain normal classroom routines and discipline procedures as much as possible.
4. Leave the regular teacher a report of "work done" (*Appendix C*) especially if lesson plans have been altered.
5. **If requested**, correct papers for the regular teacher.
6. Leave adequate notes regarding absences, transfers, new students, etc. Return all books and materials. Do not mark absences, etc. in the grade book unless specifically requested to do so; use a separate sheet of paper.

7. At the end of the day or class period leave the room(s) as neat as possible with things left in the same place in which they were found.
8. At the end of the day, make sure all windows and doors are locked. If the school has issued a key, it is your responsibility as the substitute teacher to return the key prior to leaving the building.
9. Check with the main office before leaving the building to see if your services are needed the following school day.

Inappropriate Actions

Under NO circumstances should a substitute:

1. Release a student from his/her jurisdiction during school hours without written permission from the school office.
2. Use corporal punishment.
3. Give a student medication.
4. Leave money or valuables in the desk.
5. Criticize the regular teacher about his/her materials or methods.
6. Leave the classroom and students unsupervised.
7. Assign a student to detention.
8. Physically search a student.
9. Use any school computer to obtain personal email or access the internet for personal entertainment or business.

Enhancing Classroom Management

Proper classroom management is the real key to any substitute having a successful, productive day. The following are suggestions to improve your classroom management skills:

1. Decide which behaviors you want the students to be engaged in.
 - Use the teacher's plan, when possible. Create one if a plan is not available.
 - Learn and use school rules as well as discipline procedures.
 - Follow established class rules which are usually posted in the room:
 - the rules should be observable and measurable;
 - the rules should be stated positively; and
 - there should be no more than three to five in number.
 - Stick to the agenda. Do not get "off track".
2. Immediately establish a productive and positive atmosphere.
 - Arrive early and be prepared.
 - Begin before the bell:
 - greet and learn names;
 - identify leaders/potential problem students; and
 - win over some students with praise.
 - Establish eye contact.
 - Introduce yourself and establish clear expectations.
 - Give a firm, clear command in a positive tone.
 - Use proximity and positioning.
 - Gain students' attention immediately.
 - Reinforce compliance from the beginning.
3. Have a high rate of positive consequences.
 - Use 4-1 ratio of positive comments and reactions to negative student behavior.

- When you observe an inappropriate behavior:
 - Decide specifically what you want the student to do instead;
 - Reinforce others that are already doing it;
 - Use proximity-get closer to the student. However, do not escalate the problem by invading the student's personal space (minimum of eighteen inches);
 - Establish eye contact and give clear and specific commands of what to start doing;
 - Wait five to ten seconds;
 - Repeat calmly but firmly as needed; and
 - Reinforce compliance whenever you get it.
 - Reinforce close approximations if necessary.
4. When all else has failed, use negative consequences consistently and immediately.
- Use sparingly as a last resort.
 - Be calm and use consistent implementation.
 - Always follow the teacher's and/or the school-wide discipline procedures.
 - When should the office handle problems?
 - Rarely, most problems should be handled immediately by you; and
 - The office should be immediately notified if fighting occurs or if a student leaves the classroom without permission.

Ten Variables Which Affect Compliance

1. **Descriptive Requests** – Requests that are positive and descriptive are better than ambiguous or global requests (i.e., “Please sit in your chair facing forward and look at me” is better than “Please pay attention”).
2. **Start Requests vs. Stop Requests** – Positive requests for a student to start an appropriate behavior are better than negative requests for a student to stop misbehavior (i.e., “Please start your math assignment” versus “Please stop arguing with me”).
3. **Question Format vs. Direct Requests** – The use of questions instead of direct requests reduces compliance (i.e., “Would you please sit down?” is less effective than “You need to sit down”).
4. **Two Requests** – It is better to give the same request only twice than to give it several times.
5. **Distance** – It is better to make a request from up close (about three feet) than from longer distances (ten feet or from across the room).
6. **Eye Contact** – It is better to look into the student's eyes or ask the student to look into your eyes than not to make eye contact.
7. **Loudness of Request** – It is better to make a request in a soft, firm voice rather than a loud voice.
8. **Time** – Give the student time to comply after giving a request (five to ten seconds). During this short interval, do not converse with the student, rather, look at the student, restate the request and wait for compliance.
9. **Neutral vs. Emotional Requests** – It is better to respond to behavior in a calm and matter of fact way rather than to respond in an emotional way (i.e., yelling, giving ultimatums, etc.).
10. **Reinforce Compliance** – It is very easy to request a specific behavior from a student and then ignore the positive result. If you want more compliance, genuinely reinforce it.

RESPONSIBILITIES AND CONDUCT

Professionalism

Tennessee Code Annotated (TCA) 49-6-4203 states: “The general assembly recognized the position of the schools ‘in loco parentis’ and the responsibility this places on principals and teachers within each school to secure order and to protect students from harm while in their custody.” To accomplish this end, it is imperative that substitute teachers adhere to the same standards that are put forth for certified teachers. You are expected to maintain a professional attitude toward your work, the schools, and the school system. Substitute teachers are expected to observe the same ethical codes as regular teachers.

A friendly, cheerful, and cooperative attitude toward all school personnel and pupils will help to start the day right and will help to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and by the students.

You are especially cautioned about the following:

- Do not criticize the teacher for whom you substitute.
- Do not find fault with the schools in which you work and discuss them with other people.
- Never make uncomplimentary comparisons of schools.
- Do not discuss the grades of children.
- Keep all information about pupils in confidence.
- Refrain from using profanity while in the school or in the presence of students.
- Refrain from expressing in the school sectarian views in religion or partisan or sectional views in politics.

Confidentiality

All information regarding students is, and must remain, confidential. You are cautioned to never repeat or “pass on” any information about a student or group of students which might be obtained while performing the essential functions of your job. Additionally, all student records are strictly confidential. Information concerning a student (grades, medical information, family information, discipline record, etc.) should never be released to anyone. This information should not be verbally shared, copied, or compromised in any manner.

Report of Arrest

If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor of the arrest and Human Resources (at Central Office) within forty-eight (48) hours of the arrest. Appropriate disciplinary action will take place if this notice is not provided as noted.

Sexual Harassment of Employees and Students

The Board is committed to safeguarding the right of all employees and all students within the school system to work in an environment that is free from all forms of harassment and/or sexual harassment. The Board prohibits any form of harassment and/or sexual harassment based upon age, religion, disability, or race/national origin.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal or physical conduct, or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
2. Submission to, or rejection of, that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment, or creating an intimidating, hostile or offensive work environment. Any sexual harassment as defined, when perpetrated on any employee by any student or employee, will be treated as sexual harassment under this policy.

Sexual harassment may include, but is not limited to:

1. Sexual advances;
2. Verbal harassment or abuse;
3. Subtle pressure for sexual activity;
4. Touching of a sexual nature, including inappropriate patting or pinching;
5. Intentional brushing against a student's body or an employee's body;
6. Demanding sexual favors especially when accompanied by implied or overt threats concerning an individual's employment status;
7. Demanding sexual favors especially when accompanied by implied or overt promise of preferential treatment with regard to an individual's employment status;
8. Graffiti of a sexual nature;
9. Displaying or distributing sexually explicit drawings, pictures or other written materials including making and playing sexually explicit audio/video tapes;
10. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating others as to sexual activity or performance.

Any person who believes that he/she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

The school system shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment.

After an investigation and upon receipt of a recommendation that the complaint is valid, the school system shall take such action as appropriate, based upon the results of the investigation.

Any individual who retaliates (retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment which creates a hostile environment) against any person who reports alleged incidents of harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a harassment complaint shall be disciplined.

False accusations of harassment can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation shall be subject to immediate and appropriate disciplinary action.

Any action taken shall be consistent with requirements of federal law, state statutes and board policy. Disciplinary action will be taken as necessary and appropriate, including warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

The complete policies in regard to Harassment/Sexual Harassment (*Board Policy 5.500*) can be found in the *Franklin County Board of Education Policy Manual*.

Supervision of Pupils

Students will be under the supervision of school personnel, either certificated or non-certificated, at all times, including play periods and lunch periods, as well as during the school day and during extracurricular activities.

At no time shall the substitute teacher leave the students unattended.

The substitute teacher shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

Pupils who appear to be ill should be sent to the office immediately, accompanied by another pupil if necessary.

Accidents that involve any pupils under your supervision must be reported to the principal immediately. A *Building Incident Report (Appendix E)* must be completed and submitted to the Director of Schools' Office.

Interrogations and Searches

Interrogations by School Personnel

A student may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

Searches by School Personnel

Any principal, or his/her designee, having reasonable suspicion may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules/ regulations or proper standards of student /faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

Substitute teachers ARE NOT allowed to conduct searches of any student, place, or thing.

Special Education Students

Individual Education Plans (IEP) govern the educational program of the special education students. The programs range from consultation on the part of the Special Education Teacher with the regular classroom teacher to determine how the student is progressing and to make suggestions for modifications to the regular classroom work, meet the goals and objectives of the IEP, and placement of students in a self-contained classroom for most of the day. The norm is to place the student in the LRE (Least Restrictive Environment). The substitute must be aware of special education students and their plans. This will prevent the substitute from violating the IEP. Confidentiality is of great importance. A student's placement, program, or services should never be discussed with anyone other than the teacher or principal. Check with the school officials to determine daily requirements.

Student Dismissal Precautions

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent(s). Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. Children will be released only upon the request of the parent(s) whom the court holds directly responsible for the child, or who is the parent/guardian registered on the school record.

Student Conduct

The principal is responsible for establishing and maintaining effective discipline within the school, including all games and public performances of athletic teams, trips, excursions, transportation to and from school, and other school activities and groups.

Each teacher is responsible, and shall have such authority as is necessary, for the maintenance of good order within the classroom to promote an environment conducive to learning.

The principal and assistant principal are the only school officials authorized to suspend a student.

Only a principal, assistant principal, or regular classroom teacher may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the schools.

A substitute teacher should not use corporal punishment.

Procedural Due Process

All students will be treated with fairness and will be given due process.

Detention

Students may be detained before and/or after the school day as a disciplinary action. The following guidelines shall be followed:

- Students will be given at least one day of notice before detention.
- Parents will be informed before detention takes place.
- Teachers must have the approval of the principal before detaining a student.
- Students in detention will be under the supervision of certificated staff members.
- Detention will not exceed two hours before or after the official closing of the school day but may be administered several days in succession.

A substitute teacher should not assign a student to detention.

In-School Suspension

Students placed in In-School Suspension will be given class work assignments from the regular teacher.

Student Conduct

Each substitute teacher is responsible to work with the principal to maintain student conduct as outlined by each school.

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

Dress Code

Student Dress Code for Middle and High Schools (Board Policy—6.310) Revised 7-14-2014

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment.

Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the principal/designee shall prevail.

A uniform dress code is in effect at the middle schools and high schools. The uniform dress code will include solid khaki (khaki-colored) pants or skirts or appropriately solid-colored jeans or denim skirts with no holes. Pants will be belted at the waist when appropriate. Shirts will be of a solid-color, collared, or crew necked, with sleeves. The only logos that may be on a shirt will be – logos no larger than two (2) inches. Shirts must completely cover the abdomen, back, shoulders, midribs, and cleavage. Shirts will be tucked in the pants or skirts or, at the discretion of the school, allowed to be worn on the outside if worn neatly. School spirit wear depicting the school of attendance will be considered appropriate attire.

The following specific expectations have been established to help create and maintain the best learning environment:

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not have holes, be cut-off, ripped, or see-through. The only logos allowed are the 2-inch logo on shirts or logos on spirit wear.
2. Shorts and skirts may not be worn by either males or females as normal school attire. Capri length pants are not allowed.
3. Skirts shall be knee length when the girl is standing erect. Slits in dresses or skirts shall not exceed three inches above the front and/or back of the knee.
4. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible.
5. All coats, jackets, sweaters, and any other kind of outer wear must be a solid color. Outer wear that is spirit wear depicting the school of attendance may be worn.
6. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers, and skate shoes.
7. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images.

Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment. Clothing or accessories shall not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances or promote violence.

8. Items which are prohibited include, but may not be limited to:
 - a. Head apparel (hats/caps, scarves, hair picks, stocking caps, hair curlers, the hoods on hoodies or jackets, etc.) inside the school building, except for religious or medical purposes (for which doctor's verification of need is required);
 - b. Sunglasses inside the school building, except for health purposes – doctor's verification of need is required;
 - c. Visible body piercing jewelry (including tongue piercing) other than earrings (if worn, earrings must not pose a threat to the student's safety nor be disruptive to the peace and good order of the schools);
 - d. Large, long, and/or heavy chains (including billfold chains);
 - e. Trench coats, except as needed in very extreme weather; and
 - f. Tattoos and other similar markings of the skin are discouraged (offensive tattoos must be covered).

The principal may allow exceptions for some of the above listed items for special school activities (this should be very limited) — the noted allowances/exceptions must be made known prior to the special scheduled event.

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate. Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate. Three (3) dress code violations will result in suspension to the Alternative School for no less than twenty (20) days.

The principal's discretion shall prevail in regard to appropriate attire for all after-school activities.

The Board expects the Director of Schools to require all principals and all certificated personnel to enforce the above dress code in a consistent manner.

Dress Code for Students in Elementary Schools (Board Policy 6.3101) can be viewed at www.fcstn.net.

Personnel Dress Code (Board Policy—5.6001)

Employees of the school system shall project an appropriate professional image for the students, the students' parents/guardians or custodians, and the community as a whole. Furthermore, professional employees must serve as positive and proper role models for the students. The above *Student Dress Code (6.310)* will apply to all employees of the school system with the following pertinent additions:

Teachers, educational assistants, clerical workers, etc.:

The following items are not to be worn:

- ◆ Shorts;
- ◆ Sweat suits and jogging pants as well as wind suits.

PE teachers may wear shorts and sweat suits for their PE classes; however, the teacher must change out of these specified items into appropriate clothing when the teacher leaves the gym to teach a class.

Denim jeans may be worn only on days designated by the school principal. These special occasions shall be limited to never more than one (1) day a week.

Shop teachers must dress neat and clean, and in clothing that is appropriate for their professional assignments.

The principal may allow exceptions for some of the above listed items for special school activities such as field day but this should be very limited — the noted allowances/exceptions must be made known prior to the special scheduled event.

The Board expects the Director of Schools to require all principals to enforce the above dress code for personnel.

The following guidelines shall apply to **bus drivers and bus assistants**:

All clothing shall be neat, clean, and appropriate.

- ◆ No suggestive, low cut, or overly revealing clothing shall be worn;
- ◆ Tight fitting clothing (including leggings and items made of spandex) and clothing that is too short both in standing or sitting positions shall not be worn;
- ◆ Clothing shall not advertise alcohol, drugs, tobacco, or vulgar/suggestive slogans;
- ◆ Clothing shall not have any controversial/suggestive graphics or symbols;
- ◆ Garments must be free of holes;
- ◆ Rigid shoes (tennis shoes are fine) must be worn; no high heels, flip-flops, or sandals; and
- ◆ Clothing shall be worn properly, and at the right body height and size and purpose.

Rigid shoes (tennis shoes are fine) must be worn; no high heels, flip-flops, or sandals. Clothing shall be worn properly, and at the right body height and size and purpose.

Guidelines for Professional Dress – Administrative Procedure 5.6001.1

<i>Clothing Items</i>	<i>Acceptable</i>	<i>Not Acceptable</i>
Women’s Tops	Blouses Button-up shirts Professional-looking knit tops Sweater sets Sleeved or sleeveless Polo-style shirts	Tank tops Spaghetti straps Cleavage revealed Stomach or back revealed See-through Beach wear Inappropriate t-shirts
Women’s Pants	Professional-looking slacks Khaki pants Pant suits	Capris in middle and high schools Spandex Jogging suits (except physical education teachers for class) Beach wear Shorts Jeans except on principal designated days
Women’s Skirts	Skirt length to the top of the knee when standing Suits with skirts	Denim skirts except on principal designated days
Women’s Dresses	Length to the top of the knee when standing	Cleavage revealed Stomach revealed Beach wear
Men’s Shirts	Button-up shirts Polo-style shirts Professional looking t-shirts Worn tucked in or out – if neat looking Ties (if preferred by the teacher)	Inappropriate t-shirts
Men’s Pants	Dress pants Khaki pants Professional-looking pants Suits	Shorts (except for physical education teachers for class) Jeans except on principal designated days Jogging suits (except for physical education teachers for class)
Shoes for both	Safe shoes that provide comfort and support Sandals	Beach flip flops

Professional clothing should fit the person appropriately (not too tight and not too loose). Professional clothing should be neat and clean.

Tattoos should be covered. Visible body piercing other than earrings should not be worn.

The principal is allowed to designate special occasions where denim jeans may be worn. School spirit wear may also be worn on these days. These special occasions shall be limited to never more than one day a week.

Shop teachers must dress neat and clean, and in clothing that is appropriate for their professional assignments.

Use of School System/School's Equipment and/or Materials (*Administrative Procedure—5.106.2*)

Employees of the school system are not to borrow and/or use property, equipment, and/or material of the school system or individual schools thereof for their own personal gain.

Use of Cell Phones (Personal) (*Administrative Procedure—5.106.2*)

A personal cell phone may be carried by an employee of Franklin County Schools but is to be used only in case of an emergency; no personal business shall be conducted on personal cell phones while students are present. Personal cell phones should not be visible since students are not to carry cell phones during regular school hours; employees of the school system must serve as appropriate role models.

An employee's personal cell phone must be turned off during regular working hours; the cell phone should not ring when and where students are present, or where students can actually see and/or hear the employee using the cell phone.

HEALTH AND SAFETY ISSUES

Medicines- *Board Policy 6.405*

Substitute teachers may not administer medications of any kind to student(s) at any time. Check with the individual school administration as to the procedures followed in the school concerning the administering of medications.

Injury of a Substitute Teacher

A substitute teacher should immediately notify the school principal in the event of an injury while on duty. Appropriate action will then be taken to ensure appropriate medical care.

Drug-Free Workplace- *Board Policy 1.804*

It is the intent of the Franklin County Board of Education that the workplace for all employees be drug and alcohol free. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on, or in the workplace, any drug(s), alcohol, or controlled substance. "Workplace" shall include any school building or any school premise, off-school property during any school-sponsored or school-approved activity, event, or function, and any school-owned vehicle or other conveyance used to transport students to and from school or school activities.

Reasonable Suspicion for Drug/Alcohol Testing of All Employees

Supervisors have the responsibility to observe and document reasonable suspicion of drug or alcohol abuse and, when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts, and circumstances leading to, and supporting the suspicion of, shall be included in a written report detailing the basis for the suspicion. After the report is filed with the Director of Schools/designee, the supervisor filing the report shall notify the suspected employee that a report has been filed with the Director of Schools/designee, and the employee may be requested to submit to substance screenings.

Tobacco-Free Schools- *Board Policy 1.803*

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school system's buildings and facilities. Smoking shall be prohibited in any public seating area, including, but not limited to, bleachers used for sporting events or public restrooms.

The use or possession of tobacco products by any student is prohibited on school premises and school buses.

System employees and students enrolled in the system's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school system.

Any student who has not attained eighteen (18) years of age and who possesses tobacco products shall be issued a citation by the school principal or law enforcement officer. The citation shall require the student to appear in Juvenile Court. The tobacco product shall be seized as contraband. Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the system's facilities to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: "Smoking is prohibited by law in seating areas and in restrooms."

CONCLUSION

Destruction of and Tampering with Governmental Records- (TCA) 39-16-504

- (a) It is unlawful for any person to:
 - (1) Knowingly make a false entry in, or false alteration of, a governmental record;
 - (2) Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record;
 - (3) Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility, or availability of a governmental record.
- (b) A violation of this section is a Class A misdemeanor. (Acts 1989, ch. 591)

Policy Manual

An up-to-date Franklin County Board of Education Policy Manual is maintained in each school library and is available on the Franklin County School System's website <http://fcstn.net>. Section 5 (Personnel) might be of particular interest.

School Lists and Addresses

Broadview Elementary School

Grades Pre-K – 5

Sandra Schultz, Principal
4980 Lynchburg Road
Winchester, TN 37398
(931) 967-0132

Clark Memorial School

Grades Pre-K – 5

David Carson, Principal
500 North Jefferson Street
Winchester, TN 37398
(931) 967-2407

Cowan Elementary School

Grades Pre-K – 5

Cynthia Young, Principal
501 East Cumberland Street
Cowan, TN 37318
(931) 967-7353

Decherd Elementary School

Grades Pre-K – 5

Chris Hawkersmith, Principal
401 Bratton Street
Decherd, TN 37324
(931) 967-5483

Franklin County High School

Grades 9 – 12

Dr. Roger Alsup, Principal
833 By-Pass
Winchester, TN 37398
(931) 967-2821

Huntland School

Grades Pre-K – 12

William K. Bishop II, Principal
400 Gore Street
Huntland, TN 37345
(931) 361-0300

North Lake Elementary School

Grades Pre-K – 5

George Butler, Principal
10626 Old Tullahoma Road
Tullahoma, TN 37388
(931) 455-6239

North Middle School

Grades 6 – 8

Leah Harrell, Principal
2990 Decherd Boulevard
Winchester, TN 37398
(931) 967-5323

Rock Creek Elementary School

Grades Pre-K – 5

Celina Benere, Principal
901 Rock Creek Road
Estill Springs, TN 37330
(931) 361-0422

Sewanee Elementary School

Grades Pre-K – 5

Kimberly Tucker, Principal
209 University Avenue
Sewanee, TN 37375
(931) 598-5951

South Middle School

Grades 6 – 8

Derrick Crutchfield, Principal
601 West Cumberland Street
Cowan, TN 37318
(931) 967-7355

Substitute Teacher Class Report

To be completed by the substitute and returned to the office at the end of the day.

Regular Teacher: _____ Date: _____

Substitute Teacher: _____ Substitute's Phone Number: _____

Please leave this completed report (or a facsimile) of each class taught in the regular teacher's substitute folder or on his/her desk.

Indicate what was taught in each class and what still needs to be covered to complete the specific assignment. Give page and problem number where applicable. Please indicate students that may have been discipline problems and what those problems were.

_____ Period/Class _____

_____ Period/Class _____

_____ Period/Class _____

_____ Period/Class _____

_____ Period/Class _____

_____ Period/Class _____

_____ Period/Class _____

Information for Substitute Teacher

To be completed by the classroom teacher every time a substitute teacher is needed.

Where the substitute can find each item(s):

Teacher edition of texts: _____

Lesson plans: _____

Extra pencils and crayons: _____

A.V. equipment: _____

Class list(s): _____

Procedures

Beginning of day (lunch count, attendance, chores, etc.): _____

Lunch (time)/Specific information: _____

Dismissal (exact time)/Teacher's responsibilities: _____

Fire drill/Tornado drill (what does the class do?) Specific responsibilities of the teacher: _____

Discipline (what specific discipline, intervention or behavior modification procedures are used?) _____

Who (teacher-room number, administrator) will be supportive in time of need? _____

Privileges – if applicable

Restroom: _____

Drinking fountain: _____

Library: _____

Other: _____

Other procedures

Student illness: _____

Special class signals used (voice, lights, etc.): _____

For information on classroom procedures ask:

Teachers	Room	Students in Room
_____	_____	_____
_____	_____	_____

Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Educational Assistant(s) Available:

Name(s)	Day(s)	Time(s)
_____	_____	_____
_____	_____	_____

PE/Recess _____ to _____ (day) **Art** _____ to _____ (day)

Music _____ to _____ (day) **Library** _____ to _____ (day)

Children who have special needs or need medication (include medication times): _____

Children who go to special classes (include times): _____

Additional information of instructions: _____

End-of-day activities: _____

FRANKLIN COUNTY SCHOOLS

Employee Incident Report

(including Visitors/Parents to the Building)

Provide ALL information pertaining to the incident.

Report to Director of Schools' Office:

School Year: _____

School Name: _____

Date of Injury: _____

Name of Employee Involved: _____

Time of Injury: _____

Position of Employee: _____

Witnesses to the Incident: _____

Location of the Incident: _____

Please describe any bodily injury or harm done to the employee:

Narrative (Describe how this accident happened—use specific details): _____

Was employee's emergency contact called? Yes No

Name of person contacted: _____

Notify Annette Sisk at Finance Office (967-1279/cell 580-9206) Date:_____ Time:_____

If 9-1-1 was called, information given to the operator: _____

Emergency vehicles responding? Police Fire Rescue
Ambulance

Was the Employee transported to the hospital? Yes No

Supervisor/Principal Signature: _____ Date: _____

Witness Signature: _____ Date: _____

*Fax copy 967-7832 to Central Office ASAP, maintain file of originals in school office.
Revised 9/27/2012*

School Calendar 2018-19

Appendix F

July 30 (Monday)	Staff Development Day – all certified employees report (no school for students)
July 31 (Tuesday)	Staff Development Day – all certified employees report (no school for students)
August 1 (Wednesday)	First day of school for students (8:00 - 9:30 a.m.); all employees work all day
August 2 (Thursday)	Administrative Day – all certified employees report (no school for students)
August 3 (Friday)	First full day of school for students
September 3 (Monday)	LABOR DAY – Holiday
September 13 (Thursday)	First Grading Period ends at all schools (except FCHS & Huntland)
October 1 (Monday)	Parent/Teacher Conferences – Middle Schools (3:15 - 6:15 p.m.)
October 2 (Tuesday)	Parent/Teacher Conferences – Elementary Schools & Huntland
	Report Cards distributed at all schools (except FCHS & Huntland)
October 4 (Thursday)	Parent/Teacher Conferences – FCHS (3:15 - 6:15 p.m.)
	First Grading Period ends at FCHS & Huntland
October 5 (Friday)	Fair Day – No School
October 8-12 (Mon – Fri)	FALL BREAK
October 19 (Friday)	Report Cards distributed at FCHS & Huntland
November 2 (Friday)	Second Grading Period ends at all schools (except FCHS & Huntland)
November 6 (Tuesday)	Staff Development Day – all certified employees report (no school for students)
November 12 (Monday)	Report Cards distributed at all schools (except FCHS & Huntland)
November 21-23 (Wed – Fri)	THANKSGIVING BREAK
December 19 (Wednesday)	Abbreviated Day (8:00 - 9:30 a.m.); Third Grading Period ends at all schools except FCHS & Huntland Second Grading Period ends at FCHS & Huntland
December 20-January 2	WINTER BREAK (10 DAYS)
January 3 (Thursday)	Staff Development Day – all certified employees report (no school for students)
January 4 (Friday)	Staff Development Day – all certified employees report (no school for students)
January 7 (Monday)	Students return to school
January 15 (Tuesday)	Report Cards distributed at all schools
January 21 (Monday)	MARTIN LUTHER KING, JR. DAY – Holiday
February 18 (Monday)	PRESIDENTS’ DAY – Holiday
February 20 (Wednesday)	Fourth Grading Period ends at all schools (except FCHS & Huntland)
February 27 (Wednesday)	Report Cards distributed at all schools (except FCHS & Huntland)
March 11 (Monday)	Parent/Teacher Conferences – Middle Schools (3:15 - 6:15 p.m.)
March 12 (Tuesday)	Parent/Teacher Conferences – Elementary Schools (3:15 - 6:15 p.m.)
March 13 (Wednesday)	Third Grading Period ends at FCHS & Huntland
March 14 (Thursday)	Parent/Teacher Conferences – FCHS & Huntland (3:15 - 6:15 p.m.)
March 18-22 (Mon-Fri)	SPRING BREAK
March 27 (Wednesday)	Report Cards distributed at FCHS
April 10 (Wednesday)	Fifth Grading Period ends at all schools (except FCHS & Huntland)
April 17 (Wednesday)	Report Cards distributed at all schools (except FCHS & Huntland)
April 19 & 22 (Fri & Mon)	Holiday
May 16 (Thursday)	Graduation at Huntland
May 17 (Friday)	Graduation at FCHS
May 24 (Thursday)	Last day of school for students (8:00 - 9:30 a.m.); Report Cards distributed at all schools
May 28 (Tuesday)	Administrative Day

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					
9	10	11	12	13	6	7	8	9	10	3	4	5	6	7
16	17	18	19	20	13	14	15	16	17	10	11	12	13	14
23	24	25	26	27	20	21	22	23	24	17	18	19	20	21
30	31				27	28	29	30	31	24	25	26	27	28

October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22
28	29	30	31		25	26	27	28		25	26	27	28	29

April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31					

<p>Required Staff Development Days:</p> <p>July 30, 2018 July 31, 2018 November 6, 2018 January 3, 2019 January 4, 2019</p> <p>Administrative Days:</p> <p>August 2, 2018 May 28, 2019</p> <p>Parent/Teacher Conferences Fall</p> <p>October 1, 2018, 3:15 - 6:15 pm - Middle Schools October 2, 2018, 3:15 - 6:15 pm - Elementaries & HS October 4, 2018, 3:15 - 6:15 pm - FCHS</p>	<p>180 student school days- includes the three following abbreviated days:</p> <p style="text-align: center;">August 1, 2018 December 19, 2018 May 24, 2019</p>
	<p>Three of the available stock-piled days will be devoted to Staff Development</p> <p style="text-align: center;">Early-release Wednesdays (students released at 2:30 pm) - PLCs from 2:45 - 3:30 pm (Attendance Required of Certified Staff)</p>
	<p>No School</p>
	<p style="text-align: center;">Spring</p> <p>March 11, 2019, 3:15 - 6:15 pm - Middle Schools March 12, 2019, 3:15 - 6:15 pm - Elementaries March 14, 2019, 3:15 - 6:15 pm - FCHS & HS</p>



Children Learn What They Live

*If a child lives with criticism, he learns to condemn.
If a child lives with hostility, he learns to fight.
If a child lives with ridicule, he learns to be shy.
If a child lives with shame, he learns to feel guilty.
If a child lives with tolerance, he learns to be patient.
If a child lives with encouragement, he learns confidence.
If a child lives with praise, he learns to appreciate.
If a child lives with fairness, he learns justice.
If a child lives with security, he learns to have faith.
If a child lives with approval, he learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.*

Franklin County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability. Franklin County Schools does provide access to Boy Scouts, Girl Scouts, and other designated youth groups.

The following person has been designated to handle inquiries regarding non-discrimination:

Linda Y. Foster, Assistant Superintendent
Franklin County Schools
215 S. College Street
Winchester, TN 37398
931 967-0626

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.