

Chester County Schools



2020-21 Employee Handbook

“Ensuring All Students Learn at High Levels”

TABLE OF CONTENTS

- PREFACE
- NON-DISCRIMINATION
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- ASSOCIATIONS
- AUTHORITY AND FUNCTIONS OF THE SCHOOL BOARD
- BOARD MEMBERS
- BOARD MEETINGS/COMMUNICATIONS
- BOARD OFFICE HOURS
- COMPLIANCE WITH BOARD POLICY
- STAFF ORGANIZATION

GENERAL POLICIES

- ABSENCES
- ACCIDENT/INCIDENT REPORTS
- ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES
- ANNOUNCEMENTS
- Bonus Pay
- BREAKS
- CASH IN DISTRICT BUILDINGS
- COMMUNITY USE OF BUILDINGS
- COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/
- INFECTION CONTROL PROCEDURES
- COMPLAINTS/GRIEVANCES/HARASSMENT
- CONFERENCES
- CONTRACTS AND COMPENSATION
- COPYRIGHT
- CRIMINAL RECORDS CHECKS/FINGERPRINTING
- CURRICULUM
- DISCIPLINE AND DISCHARGE
- DRUG-FREE WORKPLACE
- E-MAIL
- EMERGENCY CLOSURES
- EMERGENCY PROCEDURES AND DISASTER PLANS
- EMPLOYEE ASSISTANCE PROGRAM
- ESSENTIAL EMPLOYEES
- EVALUATION OF STAFF
- FAIR LABOR STANDARDS ACT
- FUND RAISING
- GIFTS AND SOLICITATIONS

- GRIEVANCES
- GUEST SPEAKERS/CONTROVERSIAL SPEAKERS
- INTERNET USE
- INVENTORY
- MAIL AND DELIVERY SERVICES
- MATERIALS DISTRIBUTION
- PARTICIPATION IN POLITICAL ACTIVITIES
- PERSONNEL RECORDS
- PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME
- PURCHASING PROCEDURES
- RELEASE OF GENERAL STAFF INFORMATION
- RESEARCH/COPYRIGHTS AND PATENTS
- RESIGNATION OF STAFF
- SICK LEAVE BANK
- SPECIAL INTEREST MATERIALS
- STAFF DEVELOPMENT
- STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES
- STAFF INVOLVEMENT IN DECISION MAKING
- STAFF/PARENT RELATIONS
- TEACHING ABOUT RELIGION
- TECHNOLOGY RESOURCES
- TELEPHONES
- TELEWORKING
- TOBACCO-FREE SCHOOLS
- WAGE AND HOUR POLICIES
- USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS
- VACANCIES
- VOLUNTEERS
- WORKDAY CHECKOUTS
- WORKERS' COMPENSATION
- YEARS EXPERIENCE CALCULATION

LEAVE INFORMATION

- FAMILY AND MEDICAL LEAVE ACT (FMLA)
- SHORT-TERM LEAVES OF ABSENCE
- LONG-TERM LEAVES OF ABSENCE
- PROFESSIONAL LEAVE
- VACATIONS
- HOLIDAYS

EMPLOYEE RESPONSIBILITIES

- CARE/USE OF DISTRICT PROPERTY

- CHILD ABUSE REPORTING
- CLASSROOM SECURITY
- KEYS
- LESSON PLANS
- LICENSE REQUIREMENTS
- MEETINGS
- RETIREMENT
- STAFF CONDUCT
- STAFF DRESS AND GROOMING
- STAFF ETHICS
- STAFF HEALTH AND SAFETY
- STAFF/STUDENT RELATIONS
- SUPERVISION OF STUDENTS
- TUTORING

STUDENT OPERATIONAL PROCEDURES

- ADMINISTERING MEDICINES TO STUDENTS
- AIDS, HIV AND HBV* HEALTH EDUCATION
- ASSIGNMENT OF STUDENTS TO CLASSES
- CLASS INTERRUPTIONS
- COMMUNICABLE DISEASES/STUDENTS WITH HIV,HBV, AIDS* CONTESTS FOR STUDENTS
- CORPORAL PUNISHMENT
- DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION
- FEATURE FILMS/VIDEOS FIELD TRIPS
- GRADING HOMEWORK
- MAKE-UP WORK
- MEDIA ACCESS TO STUDENTS
- PROGRAM EXEMPTIONS RESUSCITATION
- STUDENT ACTIVITY FUNDS
- STUDENT CONDUCT
- STUDENT DETENTION
- STUDENT DISCIPLINE
- STUDENT DISMISSAL PRECAUTIONS
- STUDENT HANDBOOK
- STUDENT PERFORMANCES
- STUDENT TRANSPORTATION IN PRIVATE VEHICLES
- STUDENT WITHDRAWAL FROM SCHOOL
- VISITORS

SPECIAL PROGRAMS/SERVICES

- ASSESSMENT PROGRAMS
- BILINGUAL EDUCATION

- BREAKFAST/LUNCH PROGRAMS
- COUNSELING AND GUIDANCE PROGRAM
- HEALTH SERVICES PROGRAMS
- HOMEBOUND INSTRUCTION
- LIBRARY/MEDIA SUPPORT SERVICES
- MULTICULTURAL EDUCATION
- PREGNANT/PARENTING STUDENT PROGRAMS
- PSYCHOLOGICAL TESTING SERVICES
- SECTION 504 SERVICES
- SPECIAL EDUCATION SERVICES
- TITLE I PROGRAMS
- VOLUNTARY PRE-KINDERGARTEN
- RECEIPT OF CHESTER COUNTY SCHOOLS EMPLOYEE HANDBOOK

PREFACE

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

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time. A copy of the Chester County Board of Education Policy Manual is available at the school office or on-line at <http://boardpolicy.net/documents/default.asp?iboard=4>. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration. This handbook is on the school system website at <http://www.chestercountyschools.org>

NON-DISCRIMINATION

The Chester County School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Thomas Leach,, Chester County Board of Education, 970 East Main Street, Henderson, TN 38340, 731-989-5134

The following person has been designated to handle inquiries regarding Section 504 policies:

Melinda Parker, Chester County Board of Education, 970 East Main Street, Henderson, TN 38340, 731-989-5134

Inquiries may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee is:

United States Department of Education
Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.
Suite 19T70 Atlanta, GA 30303
(404) 974-9406

EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational record within 45 days of the day the Chester County School System receives a request for access. Parents or

eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Chester County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the Chester County School System decides not to amend the record as requested by the parent of eligible student, the Chester County School System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA and other federal laws authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Chester County School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Chester County School System has contracted to perform a special tasks (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Chester County School System discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, federal laws* require schools to disclose names, addresses, and telephone numbers to military recruiters upon request, unless parents have requested in writing that information not be released.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Chester County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance
U. S. Department of Education
400 Maryland Avenue
Washington, DC 20202-4605.

NOTIFICATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chester County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's records. However, the Chester County School System may disclose appropriately designated

“directory information” without written consent, unless you have advised the System to the contrary in accordance with the System procedures. The primary purpose of directory information is to allow the Chester County School System to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. *

If you do not want the Chester County School System to disclose directory information from your child’s education records without your prior written consent, you must notify the System in writing by September 1. Forms for this purpose will be available at each school and at the Chester County Board of Education, 970 East Main Street, Henderson, TN 38340.

The Chester County School System has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act Of 2001* (P.L. 107-110), the education bill, and 10 U. S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of-**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights are to transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Chester County School System has developed policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chester County School System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chester County School System will also directly notify, such as through U. S. Mail or email, parents of

students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chester County School System will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be given an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information surveys not funded in whole or in part by the U. S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington D C, 20202-5920

ASSOCIATIONS

The Chester County Education Association is the official local organization that deals with various issues for all licensed staff.

AUTHORITY AND FUNCTIONS OF THE SCHOOL BOARD

Addressed in Board Policy [1.100](#) and [1.101](#)

The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers representing local citizens and the state in the management of the public schools.

- 1) The governing body shall be the Board of Education, serving residents within the boundaries of the school system and non-residents under conditions specified by state law and the Board.
- 2) All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board. In other instances, an individual board member, including the chairman, shall have power only when specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References:

1. TCA 49-1-101; TCA 49-1-102; TCA 49-1-103
2. TCA 49-6-3104

The Board will be guided by the general mandatory powers and duties of the Board as defined through statute which state or imply that a local Board of Education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates. The Board functions only when in session.

The Board sees these as its required functions:

1. **Policy Oversight:** ² The Board will develop policy and employ a chief school administrator who shall carry out its policies through the development and implementation of administrative procedures. The Board will evaluate the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.
2. **Educational Planning:** ³ The Board will require reliable information from responsible sources which enable it and the staff to work toward the continuous improvement of the educational program.
3. **Provision of Financial Resources:** ⁴ The Board will adopt a budget to provide the necessary funding in terms of buildings, staff, materials and equipment to enable the school system to carry out its functions.
4. **Interpretation:** The Board will keep the local community informed about the school and keep itself informed about the wishes of the public. The Board will build public support for the schools by involving the public in the planning process.

The Board will provide, within the financial limitations set by the community, the best educational opportunities possible for all children.

The Board shall exercise its powers through the legislation of policies for the organization and operation of the school district. The Board will delegate the administration of the schools to the director of schools.

Legal References: Cross References:

1. TCA 49-2-203 Policy Development & Adoption 1.600
2. TCA 49-2-207 School District Goals 1.7001
3. TCA 49-1-302(a)(3); TRR/MS 0520-2-1-.01 Annual Operating Budget 2.200

BOARD MEMBERS

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

Bob Moore, Chairman
 Dwight Bingham, Vice-Chairman
 Shane Connor
 Norris Frank
 Mark Griffin
 Dr. Ronald Johnson

BOARD MEETINGS/COMMUNICATIONS

Addressed in Board Policy [1.400](#)

Regular Board meetings are held twelve (12) times a year at the Board office building. These regular meetings are usually on the second or fourth Thursday of each month. Meetings begin at 7:00 PM, unless designated otherwise. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

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

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

BOARD OF EDUCATION OFFICE HOURS

The Board office is open from 8:00 A.M. until 4:00 P.M. daily through all months except June when the office is closed each Friday.

COMPLIANCE WITH BOARD POLICY

It is the responsibility of all employees to familiarize themselves with the policies of the Board of Education. Employees will be held accountable for compliance with these policies. Failure to comply with Board Policy may result in disciplinary action, up to and including dismissal.

STAFF ORGANIZATION

Director of Schools	Troy Kilzer
Teaching and Learning Supr./ Asst. Dir. of Schools	Jill Faulkner
Support Services Supervisor	Thomas Leach
Instructional Support Supervisor	Randle Fenimore
CC Schools Math/Science Coach	Sarah Hibbett
Attendance and Pre-K Supervisor	Amy Guinn
Compliance Supervisor	Melinda Parker
Facilities and Transportation Supervisor	Britt Eads
Family Resource Director	Amy Eads
Chief Financial Officer	Stacy Keen
School Nutrition Coordinator	Stephanie Lollar
Coordinated School Health Coordinator	Heather Griffin
Technology Coordinator	Dustin Carroll
Financial Supervisor	Stacy Keen
Special Education Adm. Asst./Board Secretary	Sarah McEarl
Instructional Technology & Testing Coordinator	Steven Marise
CCBOE Administrative Assistant	Carol Oliver

I. GENERAL POLICIES

ABSENCES

Teachers, secretaries, and teacher assistants unable to report to work for any reason must notify their school Building Principal or their designee as soon as possible to ensure that appropriate substitute arrangements may be made. Additionally, the district subline should be notified at 731-435-3855. 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 their school Building Principal or their designee by 1:00 P.M. 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. Final decisions regarding substitute use or non-use will be made by the administration. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others, either for all day, or 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 secretary for all staff absences. Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy, and state law.

Custodians, maintenance workers, and bus drivers should notify Britt Eads for substitutes. Food service employees should notify their cafeteria manager.

ACCIDENT/INCIDENT REPORTS

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

Reports should cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal/supervisor and within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury resulting in a hospital admission where medical treatment other than first aid is provided, the building principal will inform the director. If the hospital admission is for more than three (3) employees, the Tennessee

Occupational Safety and Health Division (TOSHA) must be notified as required by law.

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

ADMISSION TO DISTRICT EXTRACURRICULAR SPORT ACTIVITIES

Professional employees shall be admitted, without charge, to regular season sporting events hosted by Chester County Schools. Special events such as tournaments and the football jamboree, in which multiple schools share the gate receipts, are excluded. Employees are expected to assist in the supervision of students and in general crowd control as needed while attending such events.

ANNOUNCEMENTS

School level and system level announcements are made via intercom, campus mail, or system email. All staff with e-mail accounts are required to check their campus mailbox or email at least once daily.

BONUS PAY

New employees must be employed in a position by September 1 to be eligible for bonus pay that school year.

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. Employees are expected to adhere to the break schedule established by the building principal/supervisor. Deviation from the regularly scheduled break period requires prior approval.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school related purposes shall be deposited with the school office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of 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.

COMMUNITY USE OF BUILDINGS

Addressed in Board Policy [3.206](#)

The buildings are available for use by community groups during the week and weekends when such use does not interfere with district programs. A fee schedule and regulations governing the use of buildings is available at each school campus and the Board office. Principals, in coordination with the central office, are responsible for scheduling events

at their school.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

Addressed in Board Policy [5.400](#)

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

All staff shall comply with measures adopted by the district and with all rules set by the Tennessee Department of Health and the county health department or any other entity in compliance with state and federal law, whenever there is reason to believe that the employee has a communicable disease.

The Director of Schools shall use discretion and act in the best interest of the district concerning any employee who is suspected of having a communicable disease which might endanger the health of the employee, students or other staff. These measures may include:

- a) require employees who appear ill with symptoms known to the public health emergency to return to or stay at home.
- b) require employees to submit to a temperature reading before beginning work
- c) require employees to report a positive test result of a contagious illness causing the public health emergency
- d) require employees who come into close contact with any person who has tested positive for a contagious illness causing the public health emergency to report the employee's exposure

The Director of Schools may take disciplinary action against any employee who does not perform job duties due to general fear of contracting a contagious illness causing the public health emergency.

BV*/Bloodborne Pathogens Training and Immunization

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

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

procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination will be made available to all staff that has been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the safety director (Britt Eads). Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

Infection Control Procedures

Addressed in Board Policy [5.401](#)

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and bodily fluids is known to be infectious for HIV*, HBV and/or 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 trash cans, 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 hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) ** approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing

tables.

8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surface.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves, or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture-resistant, leak proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
14. If a first aid situation occurs, the 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/GRIEVANCES/HARASSMENT

Addressed in Board Policy [5.501](#) and [5.5011](#)

Staff Complaints

Staff member complaints that a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations has occurred should be directed to the building principal or 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

Addressed in Board Policy [6.305](#)

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments, will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. 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 and applicable provisions of administrative procedures related to the handling of complaints.

Grievances

Harassment/Discrimination - Grievances should be put in writing and directed to:

Thomas Leach
 Chester County Board of Education
 970 East Main Street
 Henderson, TN 38340
 Phone: 731-989-5134

Professional Personnel – Grievances by licensed personnel are governed by School Board policy # [5.501](#).

Classified Personnel – Informal procedures should be used whenever possible and at the level closest to the problem. When informal procedures are not adequate, then formal grievances should be placed in writing and follow the procedures in Board policy # [5.5011](#).

Harassment

Addressed in Board Policy [5.500](#)

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

control of the district or where the staff member is engaged in district business.

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

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

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

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

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

There will be no retaliation by the district against any person who, in good faith, reports harassment. Board policy # [5.500](#) gives full details about harassment of employees.

CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled in October and February. 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.

CONTRACTS AND COMPENSATION

Addressed in Board Policy [5.110](#)

Contracts for staff members will be executed for all full-time certified employees. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and /or policies adopted by the Board.

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

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.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Addressed in Board Policy [5.118](#)

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

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

Knowingly falsifying information shall be sufficient grounds for termination of

employment and shall also constitute a Class A misdemeanor, which must be reported to the District Attorney General for prosecution.

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

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

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks. 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 may reimburse the applicant if the applicant accepts a position as a teacher. Substitute teachers, school maintenance employees, food service and transportation employees may be reimbursed or have the fees paid by the Board for criminal history checks and fingerprinting subject to hiring.

CURRICULUM

Addressed in Board Policy [4.200](#) and [4.201](#)

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

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

Deviations from established curriculum, textbooks and instructional materials, are not permitted without approval of the building principal and/or the appropriate supervisor of instruction.

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

DISCIPLINE AND DISCHARGE

Addressed in Board Policy [5.200](#), [5.201](#) and [5.202](#)

Discipline and dismissal of staff will follow the relevant provisions of School Board policy and/or applicable law.

DRUG-FREE WORKPLACE

Addressed in Board Policy [5.403](#)

No staff member shall unlawfully manufacture, distribute, dispense, possess or use on

or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act 921 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

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

Each staff member must abide by the terms of the district's drug-free workplace policy.

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

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

1. Take appropriate 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 district 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

Addressed in Board Policy [1.8011](#)

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. In such instances, the Chester County Schools automated calling system and push message technology will be activated to notify the appropriate personnel.

Additionally, area radio and TV stations will be alerted. The system web page is linked to WBBJ-TV for notice of area school closings. The web address is:

<http://www.chestercountyschools.org>

EMPLOYEE RESPONSIBILITIES

Addressed in Board Policy [1.8011](#)

In the event of an emergency that requires closure of a school building, group of schools, or the entire district, the Director of Schools is authorized to continue to pay employees who are not able to physically report for duty as a result. These employees shall receive their regular wages. Such payments shall not exceed the number of days budgeted for each employee.

During such emergencies, the Director of Schools may designate certain employees as essential. Such employees shall work as directed by the Director of Schools, whether that is by physical appearance at work or teleworking under Policy [5.1151](#). Essential employees must use leave to be excused from work without special permission as determined by the Director of Schools/designee.

EMERGENCY PROCEDURES AND DISASTER PLANS

Addressed in Board Policy [3.202](#)

In accordance with Tenn. Code Ann. 49-6-(801-814), or the SAVE Act (Schools Against Violence in Education), the Chester County School System, in cooperation with local agencies, has developed an Emergency Response Plan for the system as well as each school. Included with each plan is an Emergency Response Manual which details plans and procedures for anticipated emergency situations. System personnel at each school receive instruction and training at the beginning of the school year. Copies of the manual are available at each school and maintained in the emergency "to go" bag in each classroom.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential counseling and referral service for all employees and dependents covered under a state-sponsored plan. The EAP can handle problems related to: emotional, financial, stress, family, mental health, family/marital, workplace, substance abuse, chronic illness, grief, legal, and elder care.

For questions or further information call 615-741-1925.

EVALUATION OF STAFF

Addressed in Board Policy [5.109](#)

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

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

Evaluation of all professional staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, and guidelines issued by the Tennessee State Board of Education. Access to the district's evaluation procedures will be provided to each staff member prior to the evaluation.

ESSENTIAL EMPLOYEES

Addressed in Procedure [1.8011.3](#)

Custodial Staff

During school district closures related to quarantine efforts, all custodial staff, including ten and eleven month employees , are deemed essential. All custodial staff must report to their assigned buildings for work unless approved for leave or directed otherwise by their supervisor. Building assignments may fluctuate to meet needs.

Food Service Workers

In order to operate community feed sites, certain food service workers may be deemed essential by the Director of Schools. If deemed essential, employees must report to any assigned location. Assigned locations may vary to meet changing needs.

Maintenance Staff

During school district closures, related to quarantine efforts, all Maintenance staff are deemed essential and must report to work unless approved for leave or directed otherwise by their supervisor.

LEAVE REQUEST FOR ESSENTIAL STAFF

If an employee has exhausted his or her leave, the employee must obtain approval from

the Support Services Supervisor before being allowed to take any specially approved leave during an emergency closure. Failure to report without approved leave will result in disciplinary measures up to and including termination.

FAIR LABOR STANDARDS ACT

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

All timesheets 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, 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 timesheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement is given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days from 12:01 AM Sunday through 12 midnight Saturday.

FUND RAISING

Addressed in Board Policy [2.601](#)

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 according to Board policy.

GIFTS AND SOLICITATIONS

Addressed in Board Policy [5.605](#)

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

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 approval of the principal.

GRIEVANCES

Addressed in Board policy # [5.501](#) and # [5.5011](#)

Harassment/Discrimination - Grievances should be put in writing and directed to:

Thomas Leach
 Chester County Board of Education
 970 East Main Street
 Henderson, TN 38340
 Phone: 731-989-5134

Professional Personnel – Grievances by licensed personnel are governed by Board policy # [5.501](#).

Classified Personnel – Informal procedures should be used whenever possible and at the level closest to the problem. When informal procedures are not adequate then formal grievances should be placed in writing and follow the procedures in Board policy # [5.5011](#).

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers 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 to inform the principal of the date, time and nature of the presentation whenever such use is planned.

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; and
3. Sexist, racist remarks or derogation of any group or individual is prohibited.

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

INTERNET USE

Addressed in Board Policy [4.406](#) and [4.4061](#)

School employees desiring access to the internet are required to sign a form on acceptable use of school technology services. Board policies # 4.406 and # 4.4061 detail the responsibilities and requirements for use of district technology services.

INVENTORY

Addressed in Board Policy [2.702](#)

An updated inventory is kept on file at each school and sent to the central office at the end of each school year. Teachers are required to supply this information to the principal as a part of their year-end duties.

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.

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

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

MATERIALS DISTRIBUTION

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

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

PERSONNEL RECORDS

Addressed in Board Policy [5.114](#)

Records relating to the employment, evaluation, commendation, discipline, and termination of each employee shall be maintained in the central office.

The following guidelines shall be followed for all employees:

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 medical records, and shall be open for inspection during regular business hours;
4. A record of the person inspecting and the date of inspection shall be recorded;
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver's license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless the release of this information is expressly authorized by the employee.
7. Copies of records may be made under rules determined by the director of schools.

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

PREP PERIODS/INSTRUCTIONAL STAFF/ PLANNING TIME

WORK SCHEDULES

Addressed in Board Policy [5.602](#)

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement. Work schedules for other employees will

be defined by the director of schools or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

WORKWEEK DEFINED

Addressed in Board Policy [5.602](#)

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel will conform to federal and state regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Sunday until 12:00 p.m. on Saturday.

OVERTIME AND COMPENSATORY TIME

Addressed in Board Policy [5.602](#)

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the director of schools or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete timesheets of actual hours worked during the workweek will be signed by each employee and submitted to the director. The director will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time:

- (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment.

In addition, upon leaving the school division, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment, or (2) the final regular rate received by the employee. Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or compensatory time as provided for working more than forty (40) hours in a workweek.

This policy shall be included in the staff handbook, however, employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy shall be filed in the Board office and shall constitute the written agreement required in this section.

ATTENDANCE EXPECTATIONS

Addressed in Board Policy [5.602](#)

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

PURCHASING PROCEDURES

Addressed in Board Policy [2.805](#) and [2.807](#)

A document entitled "Purchasing Procedures" is available in each school office and the central office. Complete details governing purchases are in this document. Each employee is expected to follow these guidelines.

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS

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

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

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

RESIGNATION OF STAFF

Addressed in Board Policy [5.200](#), [5.201](#) and [5.202](#)

A teacher shall give the director 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 the teacher has entered into with the Board.

Any teacher on full-year leave shall notify the director by April 1st if he/she plans to return to the system for the next school year. Failure to render such notice may be considered a breach of contract.

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

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

SICK LEAVE BANK

Addressed in Board Policy [5.302](#)

The Sick Leave Bank is regulated by TCA.

SPECIAL INTEREST MATERIALS

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

STAFF DEVELOPMENT

Addressed in Board Policy [5.113](#)

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

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, 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 factors such as availability of funds, consistency with district and building goals and job assignment. Requests require prior approval from the principal and then submission to the director for final approval. Forms are available in the office.

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The district 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 district and building activities as the establishment of district and building goals and objectives, curriculum revision and

adoption, selection of instructional materials, budgeting and facility planning. Contact the principal, director of schools, or Faculty Advisory Council representative to give input on any matter of concern involving the school system.

STAFF/PARENT RELATIONS

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

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

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

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

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

TEACHING ABOUT RELIGION

Addressed in Board Policy [4.804](#)

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

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

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

TECHNOLOGY RESOURCES

Addressed in Board Policy [4.406](#) and [4.4061](#)

The district's computer systems and networks configurations of hardware and software.

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

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

TELEPHONES

Addressed in Board Policy [5.6002](#)

Telephones are available throughout the system for use by employees conducting school business. Long distance calls for personal use are the responsibility of the employee.

No staff member shall use cell phones or other electronic communication devices while teaching or supervising students. Staff may use these devices during planning time, lunchtime, or other times when students are not present. Cell phones shall be turned off during restricted times.

TELEWORK

Addressed in Board Policy [5.1151](#)

Teleworking is a work arrangement where designated employees perform normal duties at an alternate location. In times of emergency, the Director of Schools may require an employee to telework. The length and duration of the emergency will be initiated and ended at the discretion of supervisor and/or the Director of Schools.

TOBACCO-FREE SCHOOLS

Addressed in Board Policy [1.803](#)

All uses of tobacco and tobacco products are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco is prohibited in all vehicles owned, leased or operated by the district. Signs will be displayed at the main entrance of all schools, in seating areas, and in restrooms that host extra curricular activities.

Adult staff members are allowed to smoke outdoors but not within fifty feet of any entrance to any building or in the presence of children. In addition, after regular hours, adults are allowed to smoke on the property surrounding the institution, but not blocking any entrance to any building.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

Addressed in Board Policy [3.404](#)

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools/designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the director of schools.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools.

VACANCIES

Notice of vacancies will be posted on the school systems website, <https://chestercountyschools.org/>

VOLUNTEERS

Addressed in Board Policy [4.501](#)

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

Every effort should be made to use volunteer resources in a manner that ensures maximum contribution to the welfare and educational growth of students.

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

The use of volunteers requires prior approval from the principal or director of schools and additionally may be required to obtain a background check.

WAGE AND HOUR POLICIES

Addressed in Board Policy [5.602](#)

The workweek begins at 12:01 AM on Sunday and ends at 12:00 midnight on Saturday of each week.

Normal Workday

Teachers - 7:30 AM until 3:00 PM with usual assignments, meetings, etc. as are necessary and considered a part of the duties of teachers. Teachers are exempt from FLSA overtime policies.

Teacher Assistants - Starting and ending times may vary. The length of the workday is 7 working hours.

Secretaries – Starting and ending times may vary. The length of the workday is 7.5 working hours.

Custodians and Maintenance personnel – Starting and ending times may vary according to assignments. The length of the day is eight (8) work hours.

Overtime

Overtime is defined as time in excess of forty (40) hours in a workweek. Any overtime must have prior approval of the director of schools.

Time Records

Time records shall be kept on each employee by the immediate supervisor or the principal as appropriate. These records will be reviewed monthly by the Director's office.

Fair Labor Standards Act

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

All timesheets 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, 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 timesheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement is given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days from 12:01 AM Sunday through 12 midnight Saturday.

WORKDAY CHECKOUTS

Employees may leave campus during lunch periods, planning periods, or in emergency situations with permission of the principal or his/her designee and following normal sign-out procedures.

WORKERS' COMPENSATION-- CLAIMS REPORTING

All Workers' Compensation claims should be reported as promptly as possible as benefits to the injured worker must begin within 20 days from the time the employer is notified of injury. Delays in reporting can result in fines of up to 20% of the benefits due. All claims should be reported electronically. When reporting, please record only the information given you by the injured worker. The adjuster will contact you to gather additional information.

Medical Benefits

The Workers' Compensation Act allows the employer to pre-designate at least three physicians not associated together in practice to treat the employee. You should have a list of medical facilities in your community, but should you need assistance with the selection process, contact the TNRMT Workers' Compensation Department at 1-888-743-4336. If the injured worker feels medical treatment is necessary, the worker must be given a copy of form C42 listing the designated physicians, and except in cases of emergency the worker should sign the form. Please forward a copy of the signed form to TNRMT. If requirements of the Act have been followed, the injured employee is obligated to accept medical care from the list of approved facilities. If they do not, it is possible that the charges will not be paid under Workers' Compensation.

Income Benefits

If the injured worker is required to miss more than seven days, income benefits will be paid at the rate of 66 2/3% of the average wage. The TNRMT adjuster will advise you of the information needed to process a claim for income benefits. Income benefits are usually paid every two weeks.

Communications

Even though an adjuster will contact the injured employee on a frequent basis to ascertain medical progress, etc., it has been found to be extremely beneficial for a representative of the employer to maintain periodic contact with the employee as well. The adjuster will also contact you periodically to provide status reports, but please call TNRMT if you become concerned about the status of the claim.

Years Experience Calculation

For salary purposes, if an educator has worked a minimum of five (5) months or one-hundred (100) days in a given school year for Chester County Schools, the time worked will count as a year of experience. Time worked for another school system will be accepted as entered into TNCompass by the reporting school district and must be 100 days or 5 months to receive credit for one year of experience. The years experience for salary calculation will not apply to the calculation of years experience used by the Tennessee Consolidated Retirement System (TCRS).

II. LEAVE INFORMATION

Family and Medical Leave Act (FMLA)

Addressed in Board Policy [5.305](#)

Eligibility

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

Length/Purpose of Leave

Employees eligible for FMLA under federal law are entitled to take 12 workweeks 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.

Military Family Leave Entitlements

Addressed in Board Policy [5.305](#)

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events,

arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12-work week FMLA leave entitlement occurs for all employees. The district will use the school fiscal year (July 1 – June 30) for determining such leaves.

Paid/Unpaid Leave

Family leave under federal law is generally unpaid. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy and/or negotiated agreements) in that order before taking FMLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as 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 the district 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), the district will provide the required notice promptly when the information is made available, but no later than two working days after the district 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 the district 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 the district.

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 the district 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 day's 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. The district 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 the district's expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. Should the first and second medical certifications differ, a third opinion may be required. The district 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. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.

If the leave is for the purpose of an employee's own serious health condition, he/she may also be requested to provide a fitness for duty medical release from the health care provider before returning to work. The employee may 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 a leave. The district 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. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district 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.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29

C.F.R. § 825.300(a) may require additional disclosures.

Short-term Leaves of Absence

Addressed in Board Policy [5.300](#)

Short-term leaves of absence shall consist of the following; emergency, legal, sick, and personal leave.

A. Emergency Leave

Addressed in Board Policy [5.301](#)

An immediate supervisor may grant emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave or sick leave as appropriate. If the employee has already exhausted the appropriate leave, then the leave will be without pay.

B. Jury Duty

Addressed in Board Policy [5.301](#)

Employees summoned for jury duty shall present written evidence of the summons to the immediate supervisor. Employees shall be entitled to the usual compensation, less the amount paid by the court as provided in TCA 22-4-108(b)(1). Professional employees shall appear in court and specify the seven (7) day period within twelve months that he/she will be available for jury duty as provided in TCA 22-1-103(a)(3).

C. Court Appearances

Addressed in Board Policy [5.301](#)

If an employee appears in court because of a personal interest, whether as a plaintiff, defendant, or witness or voluntarily appears on behalf of family or friends, or when an employee is required to appear in court either as a defendant or plaintiff in a civil case,

personal leave or leave without pay shall be granted.

D. **Sick Leave and Personal Leave**

Addressed in Board Policy [5.302](#) and [5.303](#)

Professional employees earn ten (10) sick leave days and two (2) personal leave days per year. Any personal leave not used during the year shall be converted into sick leave. Sick leave shall accumulate for an unlimited number of days (TCA 49-5-710).

Non-certified full-time employees, earn one day of sick or personal leave for each twenty (20) workdays. Nine-month employees earn nine (9) days, ten-month employees earn ten (10) days, and twelve-month employees earn twelve (12) days per year. In each situation, two (2) of the days earned may be used as personal days and the remainder as sick days. Any personal days not used during the year will convert to sick days and may accumulate for an unlimited number of days. These days are of no value other than use by the employee and are not transferable to another employee. Upon retirement all unused sick leave may be reported on the employee's Tennessee Consolidated Retirement System application.

All employees shall fill out leave forms immediately upon return to work. These forms shall be turned in to the Building Principal or their designee and a record of such days shall be kept for each employee.

The immediate supervisor for any non-certified employee may require a physician's certificate stating the reason for absence.

E. **Bereavement Leave**

Chester County Schools recognizes two days of bereavement leave annually for the death of family members covered in [5.302](#). Sick leave may be used beyond these two days pending approval of the director of schools.

Long-term Leaves of Absence

Addressed in Board Policy [5.304](#)

Long-term leaves shall consist of leaves for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing and be approved by the director. All long-term leave shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to any restrictions by the carrier.

Employees who take a leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same portion of their insurance premiums paid by the Board as is

paid for active employees. This leave is limited to twelve (12) weeks during each fiscal year and is subject to use only after the employee has exhausted all sick and personal leave.

Professional Leave

Addressed in Board Policy [5.303](#)

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.

Notice for personal/professional leave shall be given at the earliest possible date on forms provided at each school office. The notice of intent to take personal/professional leave shall be approved by the building principal/immediate supervisor subject to the provisions of T.C.A.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

Vacations

Addressed in Board Policy [5.310](#)

Non-certified employees who work twelve (12) months earn twelve (12) vacation days after a full year of employment. The director designates vacation days.

Holidays

Addressed in Board Policy [5.310](#)

Employees of the Board will observe the following holidays:

- New Years' Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

** These days are not considered paid holidays for hourly employees.*

EMPLOYEE RESPONSIBILITIES

CARE/USE OF DISTRICT PROPERTY

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

CHILD ABUSE REPORTING

Addressed in Board Policy [6.409](#)

Title 37 Juveniles

Chapter 1 Juvenile Courts and Proceedings Part 4 Mandatory Child Abuse Reports

Tenn. Code Ann. § 37-1-403 (2012)

37-1-403. Reporting of brutality, abuse, neglect or child sexual abuse -- Notification to parents of abuse on school grounds or under school supervision -- Confidentiality of records.

(a) (1) Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect.

(2) Any such person with knowledge of the type of harm described in this subsection (a) shall report it, by telephone or otherwise, to the:

- (A)** Judge having juvenile jurisdiction over the child;
- (B)** Department, in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure, where applicable;
- (C)** Sheriff of the county where the child resides; or
- (D)** Chief law enforcement official of the municipality where the child resides.

(3) If any such person knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with § 37-1-605, relative to the sexual abuse of children, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

(b) The report shall include, to the extent known by the reporter, the name, address, telephone number and age of the child, the name, address, and telephone number of the person responsible for the care of the child, and the facts requiring the report. The report may include any other pertinent information.

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.

AN ACT to amend Tennessee Code Annotated, Title 10; Title 37 and Title 49, relative to notification of child abuse and child sexual abuse.

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new part thereto:

(a) notwithstanding § 37-5-107 or § 37-1-612 or any other law to the contrary, if a school teacher, school official or any other school personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to § 37-1-403 or § 37-1-605 and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report pursuant to this section has been made and shall provide other information relevant to the future well being of the child while under the supervision or care of the school. The verbal notice shall be made in coordination with the department of children's services to the parent or legal guardian within twenty-four (24) hours from the time the school, school teacher, school official or other school personnel reports the abuse to the department, judge or law enforcement; provided, that in no event may the notice be later than twenty- four (24) hours from the time the report was made. The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

(b) Once notice is given pursuant to this section, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent or legal guardian; provided, that the information is edited to protect the confidentiality of the identity of the person who made the report, any other person whose life or safety may be endangered by the disclosure and any information made confidential pursuant to federal law or § 10-7-504(a)(4). The information and records described in this section shall not include records of other agencies or departments.

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 adjust heat/air conditioning, turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff members 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 district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident or vandalism.

KEYS

Keys are issued to staff by the 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 members are expected to adhere to the following key control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the 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 district- approved course of study.

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

General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent review. State curriculum standards should be available from the teacher at all times.

LICENSE REQUIREMENTS

Addressed in Board Policy [5.102](#)

Teachers offered employment in the district must present proof of their valid teaching

license to the Director of Schools.

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

Licensed staff members are required to submit copies of all license endorsements to the central office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Failure to maintain licenses and endorsements may invalidate the contract with the district.

MEETINGS

Addressed in Board Policy [5.603](#)

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 principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

RETIREMENT

Addressed in Board Policy [5.200](#), [5.201](#) and [5.202](#)

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably in February on the survey form provided by the Board for all employees to indicate their plans for the following year.

Information will be sought from retirement vendors on their plans to amend applicable plan documents to address the options under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Chester County Board of Education will resolve to adopt the CARES provisions for the benefit and use of staff members and will resolve to amend any plan documents prior to the deadline set forth in CARES and any extensions that may occur. This particular policy will expire on December 31, 2020 unless amended or extended by future resolution.

STAFF CONDUCT

Educator's Assurances for Employment with Chester County Schools

Educator's Code of Ethics to the students:

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

- (1) Abide by all applicable federal and state laws;
- (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
- (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
- (4) Respect the constitutional rights of the student;
- (5) Not unreasonably deny the student access to varying points of view;
- (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
- (7) Make a reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- (8) Make a reasonable effort to protect the emotional well-being of the student;
- (9) Not intentionally expose the student to embarrassment or disparagement;
- (10) Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation, unfairly:
 - (A) Exclude the student from participation in any program;
 - (B) Deny benefits to the student; or
 - (C) Grant any advantage to the student;
- (11) Not use the educator's professional relationship with the student for private advantage;
- (12) Not disclose information about students obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
- (13) Not knowingly make false or malicious statements about students or colleagues;
- (14) Ensure interactions with the student take place in transparent and appropriate settings;
- (15) Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as:
 - making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo;

- pressuring the student for dates or sexual favors;
- engaging in inappropriate physical touching, groping, or grabbing;
- kissing;
- rape;
- threatening physical harm;
- and committing sexual assault;

(16) Not furnish alcohol or illegal or unauthorized drugs to the student;

(17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;

(18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present;

(19) Not use illegal or unauthorized drugs and

(20) Maintain a professional approach with the student at all times

Educator's Assurances for Employment at Chester County Schools

Educator's Code of Ethics:

Obligations to Students:

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

- (1) Abide by all applicable federal and state laws;*
- (2) Not unreasonably restrain the student from independent action in the pursuit of learning;*
- (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;*
- (4) Respect the constitutional rights of the student;*
- (5) Not unreasonably deny the student access to varying points of view;*
- (6) Not deliberately suppress or distort subject matter relevant to the student's progress;*
- (7) Make a reasonable effort to protect the student from conditions harmful to learning or to health and safety;*
- (8) Make reasonable efforts to protect the emotional well-being of the student;*
- (9) Not intentionally expose the student to embarrassment or disparagement;*
- (10) Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation, unfairly:*
 - (A) Exclude the student from participation in any program;*
 - (B) Deny benefits to the student; or*
 - (C) Grant any advantage to the student;*

- (11) *Not use the educator's professional relationship with the student for private advantage;*
- (12) *Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;*
- (13) *Not knowingly make false or malicious statements about students or colleagues;*
- (14) *Ensure interactions with the student take place in transparent and appropriate settings;*
- (15) *Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;*
- (16) *Not furnish alcohol or illegal or unauthorized drugs to the student;*
- (17) *Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;*
- (18) *Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and*
- (19) *Maintain a professional approach with the student at all times.*

Obligations to the Education Profession:

(a) *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.*

(b) *In fulfillment of this obligation to the profession, an educator shall not:*

- (1) *Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;*
- (2) *Misrepresent the educator's professional qualifications;*
- (3) *Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;*
- (4) *Knowingly makes a false statement concerning the qualifications of a candidate for a professional position;*
- (5) *Assist a noneducator in the unauthorized practice of teaching;*
- (6) *Disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;*
- (7) *Knowingly make false or malicious statements about a colleague;*
- (8) *Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions; and*
- (9) *Use illegal or unauthorized drugs.*

(c) *In fulfillment of this obligation to the profession, educators shall:*

- (1) *Administer state-mandated assessments fairly and ethically; and*
- (2) *Conduct themselves in a manner that preserves the dignity and integrity of the education profession.*

Chester County Schools Educator's Assurances:

- I will commit to prepare and deliver effective lessons based on an agreed, viable curriculum determined by school/district staff in alignment with the Tennessee Curriculum Standards.
- I will learn with and through others. "Others" include everyone who is impacted by the students' learning. I will reflect on my instructional practices, accept feedback from multiple sources including those responsible for observing my instructional practices, and apply effort to improve my professional achievement based on received feedback.
- I will invest resources and time into the practice of effective lessons and content knowledge. I will exhibit the characteristics of "lifelong learning" in my daily practices as a model for students to imitate.
- Every day and every class of instruction, I will include authentic literacy practices (student reading, writing and verbal expression). This practice makes students' learning visible.
- Engaging students in learning using deliberate practice is a significant goal. Deliberate, guided practice is frequently within the students' Zone of Proximal Development. Deliberate, independent practice only occurs when students have demonstrated success in the learning goal. Students learn best by doing, receiving and responding to feedback.
- Realizing the importance of my professional skills and personal knowledge of my students, I commit to putting forth every effort to be present for each of my students consistently and on time.

STAFF DRESS AND GROOMING

Addressed in Board Policy [5.60001](#)

The Board of Education adopted a strict dress code for students in grades 4-12 effective beginning with the 2009-2010 school year. The board does not feel that employees should necessarily be dressed like students but should be held to standards that are no lower than those for students. The board recognizes that different job responsibilities may require different types of dress. Professional employees, paraprofessionals, and office personnel should be held to a higher standard than other employees.

All employees are expected to dress and groom in a clean, neat, and modest manner so as to enhance rather than distract from the operations of the schools.

Restrictions

- * All clothing must be appropriately sized.
- * Shorts/Skorts --- Only in PE classes, athletic practices, field trips, or field days with the approval of the principal.
- * Jeans/Cargo Pants --- Only bus drivers, maintenance, and custodians.
- * Sweatpants/Wind Suits --- Only bus drivers, maintenance, and custodians. PE

teachers, band directors, and athletic coaches may wear these in the gym or on outside practice fields but not for classroom instruction.

- * Scrubs --- Only school nurses, health science teachers, custodians, and selected (principal will determine) primary care providers for handicapped students.
- * Casual T-Shirts --- Only PE teachers, band directors, and athletic coaches in the gym or on outside practice fields but not during classroom instruction.
- * Tucking Shirts --- Shirts and tops that are not made to be worn out (i.e. shirts and tops with a tail) should be tucked in.
- * Flip Flops and Crocs --- Not appropriate.
- * Jewelry --- Rings are limited to the hands and ears. Studs are limited to the ears.
- * Body Piercings/Tattoos --- Must be covered at all times.

The principal or immediate supervisor will determine the appropriateness of any dress situation not specifically covered in this code. The employee may appeal decisions made by the principal or immediate supervisor but must comply with their decision while the appeal is in progress. The first level of an appeal shall be to the director of schools. The second and final level will be to the Board of Education during one of the regularly scheduled meetings.

STAFF ETHICS

Addressed in Board Policy [5.611](#)

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

This means that:

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

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

STAFF HEALTH AND SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they or any other worker or workers are using;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;

7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner that might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition 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 objects 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 hazardous projections in work areas shall be removed or rendered harmless.

STAFF/STUDENT RELATIONS

Addressed in Board Policy [5.610](#)

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

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

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

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

STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION AND

CYBERBULLYING

School Board policy # [6.304](#)

The Chester County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or
- It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the director of schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The administrator shall determine the consequences and appropriate remedial actions for a person who engages in retaliation after consideration of the nature, severity, and circumstances of the act.

False accusations toward another person as having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions, up to and including suspension and expulsion.

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

TUTORING

Addressed in Board Policy [5.608](#)

Teachers may not tutor their own students for extra pay except through programs run by the school system.

III. STUDENT OPERATIONAL PROCEDURES

ADMINISTERING MEDICINES TO STUDENTS

Addressed in Board Policy [6.405](#)

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

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

Generally, medication for students in grades K-12 will be administered by the school nurse, principal, designated staff, or self-administered as appropriate. 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 scheduled for medication. 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.

AIDS, HIV AND HBV* HEALTH EDUCATION

Parent, teachers, administration, local health department staff and others have developed 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.

ASSIGNMENT OF STUDENTS TO CLASSES

Addressed in Board Policy [6.205](#)

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

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not 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*

Addressed in Board Policy [6.402](#) and [6.403](#)

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

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

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

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

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

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

CONTESTS FOR STUDENTS

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

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

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

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

CORPORAL PUNISHMENT

Addressed in Board Policy [6.314](#)

Principals, assistant principals, and teachers may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the school system. The system will provide alternative discipline for students whose parents' request alternatives. All uses of corporal punishment shall comply with Board policy # 6.314.

DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION

Addressed in Board Policy [6.307](#) and [6.3071](#)

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

Given the extensive use and the formal and informal promotion of alcohol, tobacco and drug use in society, the school has an obligation to provide drug education that

emphasizes prevention, describes intervention and referral procedures and outlines consequences.

An age-appropriate alcohol/drug prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum.

FEATURE FILMS/VIDEOS

Principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated [G, PG or PG-13] may be authorized for classroom use. Furthermore, the teacher must preview the film for inappropriate language and scenes. Films/videos containing inappropriate scenes or language shall **NOT** be shown.

FIELD TRIPS

Addressed in Board Policy [4.302](#)

Field trips shall be governed by Board policy # 4.302 and administrative procedures distributed at the beginning of each school year.

GRADING

Addressed in Board Policy [4.600](#) and [4.601](#)

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

Teachers should use a variety of communication devices including email, 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.

Grading shall be in accordance with the rules of the State Board of Education, Board policy # 4.600 and # 4.601.

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 to be designed to improve learning, to aid in the mastery of skills already learned by students and to stimulate interest on the part of the student.

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

MAKE-UP WORK

A student who has an absence from class shall be required 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.

A student suspended from school shall be required to make up all work missed while under suspension. If the suspension 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 the 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 district goals.

Media representatives are required to report to the 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.

PROGRAM EXEMPTIONS

Addressed in Board Policy [4.801](#)

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

Parents may request that a student not be required to read a book, use certain

materials, or participate in an activity that the parent finds objectionable. An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

RESUSCITATION

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

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

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

STUDENT ACTIVITY FUNDS

Addressed in Board Policy [2.900](#)

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 principal and the group or club sponsor 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 sponsor. 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

Addressed in Board Policy [6.300](#)

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

In addition to adopted Board policies governing student conduct, administrative

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

All teachers are expected to review the student conduct rules contained in the Student Handbook and/or Student Code of Behavior and Discipline with their students during the first week of the school year.

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

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

STUDENT DETENTION

Addressed in Board Policy [6.315](#)

Principals may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. Usually a one day notice is given to parents for transportation purposes. Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE

Addressed in Board Policy [6.300](#)

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions are listed in the Student Handbook and/or Student Code of Conduct. Principals and teachers shall follow the guidelines in the Student Code of Conduct in administering discipline.

STUDENT DISMISSAL PRECAUTIONS

Address in Board Policy [6.208](#)

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

STUDENT HANDBOOK

A student handbook is issued to students at the beginning of each new school year and when new students move into the district at other times of the year. Students who have

been in the system will receive a handbook at the time of the latest revision.

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

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

STUDENT PERFORMANCES

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

All performances involving students must be approved by the principal and should be scheduled to minimize conflict 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

Addressed in Board Policy [3.404](#)

Transportation of students to and from extracurricular activities sponsored by the district shall be provided by the district's transportation system in accordance with district policy. The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools. Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval by the principal.

No student participants shall be allowed to drive to out of town school events. Student participants shall only be released to parents or adults designated by the parents for return trips to the school.

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

STUDENT WITHDRAWAL FROM SCHOOL

Addressed in Board Policy [6.207](#)

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

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

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

VISITORS

Addressed in Board Policy [1.501](#)

Visitors must report to the school office to check in except for public performances by school groups or teams. Students are not permitted to bring visitors to school. Staff members are expected to report any unauthorized person on school property to the principal.

V. SPECIAL PROGRAMS/SERVICES

ASSESSMENT PROGRAMS

Addressed in Board Policy [4.700](#)

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

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

BILINGUAL EDUCATION

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

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

BREAKFAST/LUNCH PROGRAMS

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

COUNSELING AND GUIDANCE PROGRAM

Addressed in Board Policy [6.400](#)

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

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

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

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

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

Counselors and teachers with counseling responsibilities are expected to fully respect 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 professionals when this is in the student's interest; or
3. When the student waives this privilege in writing.

HEALTH SERVICES PROGRAMS

Addressed in Board Policy [6.401](#)

The district has an established health services program which provides:

1. Pertinent health information on students, as required by Tennessee statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems;

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

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

HOMEBOUND INSTRUCTION

Addressed in Board Policy [4.206](#)

Homebound instruction may be provided to any student whose health or impairment causes him/her to be absent from school for a minimum of ten (10) consecutive days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction. Services are provided three hours a week, with a homebound teacher present.

The homebound teacher shall receive assignments from the regular teacher/teachers. The classroom teacher is responsible for assigning grades during the time the student is homebound.

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, video tapes, and other instructional media materials maintained by the district.

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

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

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

MULTICULTURAL EDUCATION

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

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

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

PREGNANT/PARENTING STUDENT PROGRAMS

Addressed in Board Policy [6.501](#)

The district 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.

PSYCHOLOGICAL TESTING SERVICES

Addressed in Board Policy [6.406](#)

Psychological tests, excluding intelligence tests, may be administered to a student only by licensed psychologists 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.

SECTION 504 SERVICES

Addressed in Board Policy [1.802](#)

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute designed to serve students who qualify with disabilities that affect "major life activities". It affords those qualified students an equal opportunity to achieve, as would non-disabled students.

SPECIAL EDUCATION SERVICES

Addressed in Board Policy [4.202](#)

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

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

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

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

Teachers with questions regarding the referral and placement process should contact 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.

TITLE I PROGRAMS

All Chester County schools have been identified as school-wide Title I schools. All students in these schools are eligible to participate in instruction and activities funded with Title I money.

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

VOLUNTARY PRE-KINDERGARTEN

Addressed in Board Policy [6.2011](#)

The Voluntary Pre-kindergarten is accessible to children who will be four by August 15 of each year, with an emphasis on at-risk students. The Chester County School System operates two countywide pre-kindergarten classes at East Chester Elementary with 20 students each, who attend classes during regular school hours. Parents must provide transportation.

Receipt of Chester County Schools Employee Handbook

I hereby acknowledge receipt of a copy of the Chester County Schools Employee Handbook. I understand that no information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment for any duration.

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

Signature