

Handbook for

CLASSIFIED PERSONNEL

2009-10



Franklin County Schools
215 South College Street
Winchester, Tennessee 37398

Phone (931) 967-0626
FAX (931) 967-7832

TABLE OF CONTENTS

Section I - General

| | |
|--|-----|
| Welcome..... | 3 |
| Purpose..... | 3 |
| Mission..... | 3 |
| Goals..... | 3 |
| Vision..... | 3 |
| Introduction..... | 4 |
| Office Hours..... | 4 |
| Board Meetings..... | 4 |
| Emergency Closing..... | 4 |
| Employment Contracts..... | 4 |
| Changes in Demographics..... | 4 |
| Admission to System’s Extra-Curricular Events..... | 4 |
| Confidentiality..... | 4 |
| Central Office | 5-6 |
| Certified Staff..... | 5 |
| Classified (Support) Staff..... | 6 |
| Members – Franklin County Board of Education..... | 7 |
| Schools..... | 7 |

Section II - Personnel

| | |
|---|-------|
| Employee Data..... | 8 |
| Salary/Benefits..... | 8-12 |
| Earnings and Pay Day..... | 8-9 |
| Time Sheets..... | 9 |
| Payroll Checks..... | 9 |
| Deductions..... | 9 |
| Claims for Travel Expenses..... | 10 |
| Retirement | 10 |
| Continuation of Medical Insurance After Retirement..... | 10 |
| Earning of a Year of Experience..... | 10 |
| Medical Insurance..... | 10-12 |
| Long-Term Disability..... | 12 |
| Short-Term Disability..... | 12 |
| 403(b)..... | 12 |
| Workers Compensation..... | 13 |
| Part-Time Employees..... | 13 |
| Dress Code..... | 14-16 |
| Election and Employment | 16 |
| Job Descriptions..... | 16 |
| Supervision..... | 16 |
| Compensation Guides..... | 16 |
| Probationary Period..... | 17 |
| Evaluation..... | 17 |
| Transfer /Assignment | 17 |
| Resignations..... | 17 |
| Staff Time Schedules..... | 18 |
| Employee Discipline..... | 19 |
| Leave..... | 19-22 |
| Sick Leave..... | 19-20 |
| Personal Leave..... | 20 |
| Family and Medical Leave..... | 20-22 |
| Bereavement..... | 22 |

Section II – Personnel (continued)

Jury Duty.....22
Court Appearance.....22
Vacation.....23
Holidays.....23
Snow Days.....23

Section III - Workplace

Staff-Student Relations.....23
Harassment/Sexual Harassment23-26
Tobacco-Free Schools26
Drug-Free Workplace27
Use of School System/School’s Equipment and/or Materials.....27
Cellular Phones.....27
Use of Cell Phones (Personal).....27
Use of the Internet.....28-29
E-Mail.....29
Exposure Control29-31
Expenditure of Funds.....32
Destruction of and Tampering with Governmental Records.....32
Visitors to the Schools.....32
Policy Manual.....32

Section IV - Special Groups

Educational Assistants.....32
School Nutrition.....33
Transportation.....33-36
 Qualifications of a Bus Driver.....33
 Recent Amendments or Changes to Statute(s).....34
 Performance Responsibilities.....34-35
 Discipline.....35
 Physical Examination Requirement.....35
 Random Drug Screen.....35
 Required Drug Screen.....35
 School Buses and Mobile Telephones.....36
 Reporting of a Bus Accident.....36
 Required Items on the School Bus.....36
 Required Annual Up-Dates.....36

Conclusion.....36

Special Appendices

Appendix A – Specific Benefits.....37
Appendix B – Annual Evaluation38-39
Appendix C – 2009-10 School Calendar.....40-41
Appendix D – Location of Students at Time of Bus Accident.....42
Appendix E - Terms and Conditions for the Use of the Internet.....43-44

Section I

Welcome

Welcome to the Franklin County School System for the 2009-10 school year. In education we all work with the most important resource of our community – its young people. In the Franklin County School District we are committed to doing whatever it takes to help the young people of today be prepared for the futures they face. It is of great importance to our community for us to have the very best and strongest public school system possible. Our community expects that students should be safe at school, students should be happy at school, and students should be engaged in learning the knowledge and skills that will enable them to be successful beyond their public school education.

Each member of our school district has an important contribution to make to the successes of our students. As the saying goes, “It takes a village to raise a child.” I appreciate the contributions you will make to our district this year. I look forward to our working together to make this an excellent school year for our students.

Dr. Rebecca S. Sharber
Director of Schools

Purpose

The purpose of this handbook is to acquaint you with Franklin County Schools and provide you information regarding working conditions, employee benefits, policies and procedures, and some of the practices affecting your employment with us. This handbook is revised annually to reflect changes in board policies, procedures, practices and guidelines as well as state and federal laws. This handbook is not intended as an employment contract (expressed or implied) and accordingly should not be considered as such. Nothing in this handbook should be relied upon as a guarantee for certain privileges, working conditions, or continued employment.

No employee handbook can anticipate every circumstance or question. Information contained in this handbook is subject to unilateral revision or elimination without further notice. Employees are expected to read, understand, and comply with the guidelines set forth in this handbook.

Mission

The mission of the Franklin County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

Goals of the Franklin County Board of Education

- I. To provide, through strong and effective leadership within the schools, a climate where academic expectations are high, and good discipline and order are maintained in a safe and secure learning environment.
- II. To attract, retain, and develop quality personnel, proportionally representative of the cultural diversity within the community, with:
 - An expectation of high level of performance;
 - Competitive salaries and benefits for all employees;
 - Quality professional growth component;
 - Maximized effective use of instructional time and available planning time; and
 - Incorporation of new learning obtained at appropriate workshops/seminars.
- III. To establish and maintain a uniform and consistent curriculum properly aligned with required state standards.
- IV. To develop, implement, and maintain a fair and consistent program of student assessment and evaluation that meets local needs and state and federal requirements.
- V. To provide a high quality program of auxiliary services.
- VI. To improve the perception of the school system within the county and surrounding area and increase parental involvement in the schools.
- VII. To appropriately and equitably integrate educational technology into instructional and management activities within the classroom to increase student learning and enhance efficiency.
- VIII. To develop and maintain high quality extra-curricular and sports activities supporting a well-rounded program that educates the whole child.

Vision

The Franklin County School System envisions that all students graduate with skills required to become responsible, productive, and contributing citizens in a rapidly, changing global society.

Introduction

The Franklin County School System is a large public school system located in the rural southeastern corner of Middle Tennessee. The school system is composed of seven (7) elementary schools, two (2) middle schools, one (1) high school, and one (1) unit school. The school system has approximately 455 certified employees and 350 classified employees (including food service and contracted bus owners/drivers) who serve about 5,900 students. Students' scores on state-mandated and standardized achievement tests, as well as college entrance exams, are consistently above state and national averages. Efforts are continually made to improve the educational opportunities for our students.

The Franklin County Board of Education is dedicated to the mission of providing students the opportunity to achieve their potential in an environment conducive to optimal learning. The Board of Education totally embraces the concept that all children can learn, with emphasis placed on quality instruction and high achievement of students. Efforts are directed to the development of an ever-evolving and changing, appropriate curriculum, which reflects the diversity of students, and of improving teaching strategies to meet the needs of all the students.

Office Hours

The Central Office of the Franklin County School System is open on regular workdays (Monday through Friday – with the exception of annual holidays) between the hours of 8:00 a.m. and 4:00 p.m. throughout the fiscal year. The work hours may vary in the summer months of June and July.

Board Meetings (*Board Policy – 1.400*)

The regular meeting of the Franklin County Board of Education is normally held on the second Thursday of each month at 7:00 p.m. at the Central Office. **A workshop meeting will be held the first Thursday of each month. A review and discussion of the agenda for the upcoming meeting will be included. All meetings of the Board are open to the public.**

Emergency Closing

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

Information regarding any change in the normal opening or closing of schools will be released to the local radio stations and posted on the school system's web-site as soon as possible. This information may also be released to the television stations in Nashville and Huntsville.

Efforts are being made to secure a communication system that will submit the appropriate message directly to parents (per the available telephone number, cell phone, or possibly email address) in a very timely manner. This automatic communication system should be in place by early November, 2009.

Employment Contracts

Employment contracts will be made available as soon as possible. Each employment contract will contain specific information regarding rate of pay, daily hours to be worked, number of work days, etc.

Changes in Demographics

Human Resources (at the Central Office) must be notified as soon as possible of any change in vital demographic information. These changes require written authorization with the appropriate signature and date. Changes in name require a new Social Security card with the changed name. Human Resources will forward the changes to the Finance Office and other offices, as needed.

Admission to System's Extracurricular Events

Complimentary passes (general admissions) are provided to all staff members attending school-sponsored extracurricular activities held in the school system (this does not include tournament games).

Confidentiality

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

Central Office Certified Staff

| Phone - (931) 967-0626 | Extension | E-Mail Address |
|---|-----------|----------------------|
| Dr. Rebecca Sharber , <i>Director of Schools</i> | | rsharber@k12tn.net |
| Linda Foster , <i>Assistant Superintendent</i> | 313 | fosterl4@k12tn.net |
| Dr. Ellis Counts , <i>Director - Transportation and Safety</i> | 315 | countse@k12tn.net |
| Jenny Crabtree , <i>Supervisor – Federal Programs</i> | 318 | crabtreej2@k12tn.net |
| Nancy Graham , <i>Supervisor –Curriculum and Instruction (Preschool – grade 5)</i> | 316 | grahamn2@k12tn.net |
| Bonita Nolan , <i>Coordinator – Coordinated School Health</i> | 967-7825 | nolanb@k12tn.net |
| Debbie Smith , <i>Supervisor - Secondary Curriculum and Instruction (Grades 6- 12)</i> | 308 | smithd7@k12tn.net |
| Dr. Kathryn Stewart , <i>Supervisor - Food Service</i> | 324 | stewartk9@k12tn.net |
| Linda Stewart , <i>Facilitator (Grades 6-12)</i> | 967-7355 | stewartl15@k12tn.net |
| Rosemary Vaughan , <i>Coordinator/Teacher - Adult Education</i> | 967-8961 | vaughanr@k12tn.net |
| Marlene Wilkinson , <i>Facilitator (Preschool – grade 5)</i> | 309 | wilkinsom4@k12tn.net |
| Dian Relford , <i>Homebound Teacher/Coordinator</i> | 330 | relfordd@k12tn.net |
| Patricia Sutton , <i>ELL Teacher</i> | 305 | suttonp@k12tn.net |

Special Education Staff -

(located at the Special Services Office – 1025 Dinah Shore Blvd.)

| | | |
|---|----------|---------------------|
| Ronald Terrill , <i>Supervisor - Special Education</i> | 962-1267 | terrillr1@k12tn.net |
| Opening , <i>School Psychologist</i> | | |
| Phoebe Cross , <i>Visually Impaired/Work-Based</i> | 962-1267 | crossp1@k12tn.net |
| Toby Guinn , <i>School Psychologist</i> | 962-1267 | guinnt1@k12tn.net |
| Ruth Jordan , <i>SPED Reading Specialist</i> | 962-1267 | jordanr@k12tn.net |
| Matthew Killian , <i>School Psychologist</i> | 962-1267 | killianm@k12tn.net |
| Minnie Robbins , <i>SPED Reading Specialist</i> | 962-1267 | robbinsm@k12tn.net |

Central Office Classified (Support) Staff

| Phone - (931) 967-0626 | Extension | E-Mail Address |
|---|-----------|--|
| Pam Jackson, Receptionist/General Secretary Jan Davis, Custodian | 300 | jacksonp1@k12tn.net jdavis2@k12tn.net |
| Human Resources/Office of Director of Schools | | |
| Renee Bohannon, Administrative Assistant | 311 | bohannonr@k12tn.net |
| Diane Herring, HR Secretary/Liaison with Finance Office | 312 | herringd@k12tn.net |
| Curriculum & Instruction/Preschools | | |
| Patti Limbaugh, Secretary | 341 | limbaughp@k12tn.net |
| Career & Technical Education | | |
| Tina Vaughan, Administrative Assistant | 334 | vaughant1@k12tn.net |
| Attendance | | |
| Delinda McDonald, Attendance Support & Web Master | 319 | mcdonaldd4@k12tn.net |
| Technology | | |
| Dr. Alan Clark, Chief Technology Officer | 321 | clarka9@k12tn.net |
| Jody Starnes, Administrative Assistant (Fixed Assets) | 306 | starnesj@k12tn.net |
| Dale Tigue, Computer Technician | 320 | tigued@k12tn.net |
| Brandon Mosley, Computer Technician | 320 | mosleyb2@k12tn.net |
| Hal Hill, Computer Technician | 320 | hillh2@k12tn.net |
| Libby Yates, Computer Technician | 320 | libby@k12tn.net |
| Food Service | | |
| Marie Cathey, Administrative Assistant | 323 | catheym2@k12tn.net |
| Peggy Ashby, Secretary | 340 | ashbyp@k12tn.net |
| Shipping and Receiving Control (located at 318 Sharp Springs Road) | | |
| Mona Cross, Manager | 962-1825 | crossm4@k12tn.net |
| Maintenance (located at 318 Sharp Springs Road) | | |
| Bobby Campbell, Supervisor | 967-2254 | bcampbell@k12tn.net |
| Dot Smith, Secretary | 967-2254 | dsmith4@k12tn.net |
| Special Education (located at the Special Services Office – 1025 Dinah Shore Blvd.) | | |
| Rita Kelley, Administrative Assistant | 962-1267 | kelleyr1@k12tn.net |
| Gail Vincent, Records Clerk | 962-1267 | vincentg@k12tn.net |
| Wanda Southern, Office Assistant | 962-1267 | southernw@k12tn.net |
| Dr. David Moore, Counseling Psychologist | 962-1267 | moored4@k12tn.net |
| Tammy Benson, Physical Therapist Assistant (PTA) | 962-1267 | bensont@k12tn.net |
| Jayda Adams, Certified Occupational Therapist Assistant (COTA) | 962-1267 | adamsj3@k12tn.net |

Members – Franklin County Board of Education

| <u>District</u> | | <u>District</u> | |
|-----------------|-------------------------|-----------------|---------------|
| 1 | Mike Cunningham, Chair | 5 | Steve Ford |
| 2 | Kevin Caroland | 6 | CleiJo Walker |
| 3 | Michelle Stovall | 7 | Mike Abbott |
| 4 | Chris Guess, Vice-Chair | 8 | Mike Holmes |

Franklin County Schools

Broadview Elementary

Preschool through Grade 5
Sandra Schultz, Principal
4980 Lynchburg Road
Winchester, TN 37398
(931) 967-0132

Clark Memorial

Preschool through Grade 5
David Carson, Principal
500 North Jefferson Street
Winchester, TN 37398
(931) 967-2407

Cowan Elementary

Preschool through Grade 5
Cynthia Young, Principal
501 East Cumberland Street
Cowan, TN 37318
(931) 967-7353

Decherd Elementary

Preschool through Grade 5
Alison Spears, Principal
401 Bratton Street
Decherd, TN 37324
(931) 967-5483

Franklin County High School

Grades 9 – 12
Diana Spaulding, Principal
833 Bypass Rd.
Winchester, TN 37398
(931) 967-2821

Huntland School

Preschool through Grade 12
William K. Bishop, II, Principal
400 Gore Street
Huntland, TN 37345
(931) 469-7506

North Lake Elementary

Preschool through Grade 5
George Butler, Principal
10626 Old Tullahoma Road
Tullahoma, TN 37388
(931) 455-6239

North Middle School

Grades 6 – 8
Linda Jones, Principal
2990 Decherd Boulevard
Winchester, TN 37398
(931) 967-5323

Rock Creek Elementary

Preschool through Grade 5
Danny Brown, Principal
901 Rock Creek Road
Estill Springs, TN 37330
(931) 649-5435

Sewanee Elementary

Preschool through Grade 5
Michael Maxon, Principal
209 University Avenue
Sewanee, TN 37375
(931) 598-5951

South Middle School

Grades 6 – 8
Sandra Stewart, Principal
601 West Cumberland Street
Cowan, TN 37318
(931) 967-7355

Section II - Personnel

Employee Data – required for employment

All persons applying for any position requiring proximity to school children are required, in advance of employment, to report on the application approved by Board if 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; and
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 in which the application has been made.

Knowingly falsifying information on the application shall be 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 school children shall be required to:

1. Supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation;
2. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; **as well as**
3. **Agree for a search, and release of available records from the Department of Children Services (DCS).**

Any offers of employment shall be pending the return and disposition of such checks and contingent upon the results thereof.

Immediately after an applicant has accepted an offered position with the Franklin County School System, the following paperwork is required:

Personnel Information – An annual review and update of the initially provided demographic information, including educational and work experience, is required.

W-4 Form – This form is mandated by the federal government and must be completed by all new employees. Changes in dependents and deductions may be made by completing a new W-4 at the Finance Office located at **851 Dinah Shore Boulevard** in Winchester.

Employment Eligibility Verification Form I-9 – This information is required by the federal government; all new employees must complete this form. Two (2) supporting items reflecting proof of identification are required; the most commonly presented items are the social security card and driver's license.

Tennessee Consolidated Retirement System (TCRS) – Participation in TCRS is mandatory for all employees working at least twenty (20) hours per week. Support employees are non-contributory; this means no money is deducted from the support employees' gross wages for the purpose of retirement, but the school system, as the employer, does contribute over ten (10%) percent of each employee's gross wages to TCRS for the purpose of that person's retirement.

Insurance Form(s) – Various forms must be completed in regard to medical and other insurance. The forms in regard to medical coverage must be completed promptly due to very specific deadlines in regard to initial enrollment and available options. More information is provided in the following section.

Salary and Benefits

Earnings and Pay Day

Every classified employee is paid according to the appropriate salary schedule for the position for which he/she is employed.

Classified (also referred to as support, non-exempt, or hourly) employees are paid an hourly rate for up to, and including, forty (40) hours in the workweek (defined as Sunday 12:01 a.m. thru Saturday 12:00 p.m.). When an employee works over forty (40) hours (with immediate supervisor's prior written approval) in a workweek, it is considered overtime, and compensatory time-off will be given or time and a half is paid.

The anticipated wages of classified employees working the typical school calendar of 180-days (when students are in attendance at school) is calculated by multiplying the hourly rate by the number of daily work hours by the 180 work days and then dividing by twelve (12); these employees receive twelve (12) paychecks reflecting the same gross pay. These employees receive their first pay check for the school year on September 15 and the last pay check will be received the following August 15. Since health insurance and long-term disability are paid on a monthly cycle, this calculation allows for the required deductions to be paid monthly, enabling all financial records to close at the end of the month. This calculation of anticipated wages also applies to food service employees. Appropriate adjustments in the received wages are made as necessary.

All true-twelve month employees – employment contract of eight (8) hours a day and 260 days in the fiscal year beginning July 1 through the following June 30 - are paid every two (2) weeks according to submitted timesheets. For example, the employee will be paid Friday, July 29 for the hours submitted on the July 15 timesheet; the employee will be paid August 12 for the hours submitted on the July 29 timesheet.

Part-time employees are paid on the fifteenth of the month for the work reported on the timesheet on the last work day of the preceding month.

Time Sheets

Every classified employee must complete a time sheet. The time sheet provides the appropriate supporting documentation for the processing of payroll. The employee initially completes the time sheet – reporting the actual number of hours worked each workday (supported by the daily sign-in/out logs at each work site). Each timesheet requires two (2) signatures - the employee's and the immediate supervisor's. The employee's signature signifies that the supplied information is correct; the immediate supervisor's signature verifies that the information has been reviewed and is correct.

Timesheets for the classified employees with employment contracts of 180 days and all part-time employees are to be completed, signed, and then submitted on the last day of each calendar month. Timesheets for the true-twelve month employees must be completed, signed, and submitted every two (2) weeks.

Payroll Checks

Payroll checks can be automatically deposited at any bank nationwide by completing proper paperwork and all employees are encouraged to utilize automatic deposits. Direct deposits are credited to the employee's account one (1) day prior to checks being released. **Direct deposit banking information changes made the months of June, July or August will not be effective until September.**

Summer payroll checks (June, July and August) for employees working the traditional school calendar (180 work days) are mailed no later than the fifteenth. The Finance Office tries to mail the July and August checks by the tenth. **Employees may not pick up paychecks at the Finance Office.**

No voluntary deductions except health insurance (Blue Preferred or Cigna, United Way, USABLE, pre-taxed cafeteria plans, and garnishments will be taken out in July and August checks.

Deductions

Certain deductions are withheld from all paychecks. Mandatory deductions include federal income tax, and social security. Voluntary deductions may be withheld for approved insurance premiums, approved annuities, and NEA-TEA-FCEA dues.

Supplemental insurance is available through payroll deductions with: Horace Mann, USABLE, and Delta Dental. Annuities with the following companies are available through payroll deductions: Horace Mann, Putnam, AXA Equitable, American Funds, and LSW. Please contact agents of these companies for details or enrollment.

Please contact the Finance Office (967-1279) with any questions in regard to deductions. The Finance Office is not an agent for any insurance company or financial institution; all specific inquiries should be made directly to the responsible agent.

Claims for Travel Expenses

All claims for travel expenses must be submitted on the last day of the calendar month. The proper form must be used and all required signatures must be included. Supporting documentation must be included (copy of the agenda of the meeting attended, receipt from the hotel reflecting no balance owed, parking receipts, etc.).

Retirement

Retirement benefits are initiated for all full-time employees and part-time employees working more than twenty (20) hours a week after their first full month of employment at no cost to the employee. A minimum of five (5) years of employment is required for vestment in the retirement plan.

Bus drivers who provide contracted services, substitute teachers, and other special employees who work less than twenty (20) hours in the work week are not eligible for retirement benefits.

- Continuation of Medical Insurance After Retirement – By Special Resolution, effective June 30, 2008

To be eligible for post employment medical insurance benefit after retirement, an employee must meet one of the following criteria:

- A. Have been employed as a twelve (12) month employee for the past five (5) years, have reached the age of sixty (60) years, and have twenty (20) years of service in the Franklin County School System.
- B. Have been employed on contract a minimum of thirty (30) hours a week for a period of at least nine (9) months a year but less than twelve (12) months a year, reached the age of sixty-two (62), and have twenty-five (25) years of service in the Franklin County School System.

The post employment medical insurance benefit shall be paid for the employee at the same rate as was paid as an employee and shall be paid until the retiree is eligible for Medicare.

The eligibility components described above may be adjusted to correspond to the new Medicare requirements if and when necessary by the Franklin County Board of Education.

Earning of a Year of Experience

To earn a year's experience in any classified position and thus qualify for any available increase in benefits, an employee must earn at least three thousand (\$3,000) Dollars in a fiscal year (July 1 to June 30), as well as work a minimum of five (5) months in the position. More information can be located in **Appendix A**.

Medical Insurance

Optional medical insurance is available in the following plans: **Blue Preferred (PPO), and Cigna (POS)** to all full-time employees upon initial employment. Individual or family coverage is available. Contact the Finance Office for more information. All newly hired full-time employees must either accept or refuse the available medical insurance. If an employee is interested in this benefit, then all necessary paperwork must be completed within the first thirty (30) calendar days of actual employment.

For those accepted by the plan, the school system pays approximately ninety (90%) percent of the annual premium for the individual. The balance of the premium owed will be taken twelve (12) times with each deduction reflecting each month's true premium amount. **Anticipate an increase adjustment beginning in January.** The true-twelve month classified employees (with employment contracts of 260 days) are eligible to receive single-coverage health insurance with one hundred (100%) percent of the monthly premiums paid by the employer.

Mandated health related surcharges (including, but not necessarily limited to, the tobacco surcharge anticipated to begin on January 1, 2010) shall be the total responsibility of the employee.

It is the **responsibility of the employee to inform the Finance Office** (Lisa Cheshire or Tabatha Glenn) **when a new dependent** (due to marriage, the birth or adoption of a child) **needs to be added to the medical coverage**. This must be done within the allowed sixty (60) days of the event for the new dependent to be properly covered. It is also the responsibility of the educator to inform the Finance Office if a dependent loses his/her eligibility for coverage due to a divorce or if a child marries or otherwise does not meet the definition of an eligible dependent (see insurance handbook).

Special Enrollment Provisions

The federal law, Health Insurance Portability Accountability Act (HIPAA), allows employees and dependents to enroll in health coverage under certain conditions. Exceptions will also be made for eligible employees of dependents if they lose their health insurance coverage offered through the employer of the employee's spouse/ex-spouse. The required documentation must be submitted to the Division of Insurance Administration and coverage applied for within sixty (60) days of loss of health coverage.

| |
|--|
| <p>Employee NOT currently enrolled acquires a new eligible dependent (spouse, newborn, or adoptee)</p> <ul style="list-style-type: none"> • Copy of the birth certificate, marriage certificate, or adoption documents. |
| <p>Death</p> <ul style="list-style-type: none"> • Copy of death certificate and written documentation from the employer, on company letterhead, providing names of covered participants, date coverage ends, and the reason why coverage ended. |
| <p>Divorce</p> <ul style="list-style-type: none"> • Copy of the signed divorce decree and written documentation from the employer, on company letterhead, providing names of covered participants, date coverage ends, and the reason why coverage ended. |
| <p>Legal separation</p> <ul style="list-style-type: none"> • Copy of the agreed order of legal separation and written documentation from the employer, on company letterhead, providing names of covered participants, date coverage ends, and the reason why coverage ended. |
| <p>Loss of eligibility (does not include a loss due to failure of the employee or dependent to pay premiums on a timely basis or termination of coverage for cause)</p> <ul style="list-style-type: none"> • Written documentation from the employer or insurance company, on company letterhead, providing names of covered participants, date coverage ends, and the reason for the loss of eligibility. |
| <p>Loss of coverage due to exhausting lifetime benefit maximum (effective 1/1/06)</p> <ul style="list-style-type: none"> • Written documentation from the insurance company, on company letterhead, providing names of covered participants, date coverage ended and stating that lifetime maximum has been met. |
| <p>Loss of TennCare (this does not include a loss due to failure of the employee or dependent to pay premiums on a timely basis).</p> <ul style="list-style-type: none"> • Certificate of coverage from TennCare stating that coverage has been or will be terminated. |
| <p>Termination of employment (voluntary and non-voluntary)</p> <ul style="list-style-type: none"> • Written documentation from the employer, on company letterhead, providing names of covered participants, date coverage ends, and the reason why coverage ended. |
| <p>The reduction in the number of hours that causes loss of eligibility</p> <ul style="list-style-type: none"> • Written documentation from the employer, on company letterhead, providing names of covered participants, date coverage ends, and the reason why coverage ended. |
| <p>Employer's discontinuation of contributions to the spouse, ex-spouse or dependent insurance coverage (total contribution not partial)</p> <ul style="list-style-type: none"> • Written documentation from the employer, on company letterhead, providing names of covered participants and verifying the employer's discontinuation of total contribution toward health insurance coverage. |

Medical Underwriting

If you or your dependents do not enroll during the eligibility period and do not qualify under a special enrollment provision of HIPAA, you may apply for health coverage at any time of the year by means of a health care evaluation application on yourself and every eligible dependent. The cost of the evaluation, along with the designated application fee, is your responsibility. The application will be evaluated through the medical underwriting process for approval/disapproval and you will be notified by letter of the underwriter's decision. The employee (head of contract) must be approved or already participating in the plan before any dependent(s) can be added for coverage. You may apply for coverage as many times as you wish, should your medical condition change, by submitting a new application and paying the non-refundable application fee. Denied applications cannot be appealed through the plan's appeal process.

Annual Enrollment Transfer Period

During the fall of each year you have the opportunity to transfer your state group health insurance coverage if you are currently enrolled. To transfer to the POS or HMO, you must live or work in the service area. Benefit

information is mailed to your home address and you should carefully review this information to make the correct decision for you and your family. If you decide to transfer to another healthcare option, coverage will be effective on the following January 1, and you must remain enrolled in that healthcare option until the next year unless you move outside the HMO or POS service area. **This is not an open enrollment period for health coverage.**

Please be certain of the date the coverage becomes effective before you make a claim.

Long-Term Disability

This is a fringe benefit provided to all new classified employees working more than twenty (20) hours a week upon initial employment at no cost to the employee. This program becomes effective after ninety (90) days of employment. This monthly benefit helps to replace lost income in the event of the insured's total disability, including maternity.

- Monthly benefit of up to sixty (60%) percent of basic monthly earning.
- 180-day elimination period after six (6) month waiting period (any available sick leave can be used).
- To age 65 benefit duration for accident and sickness.
- Benefits will not be paid for a disability arising from a pre-existing condition during the first twenty-four (24) months an employee is insured by the plan unless he or she is able to go six (6) months treatment free.

Short-Term Disability Income Protection

Voluntary Income Protection (VIP) is a short-term disability insurance option (at the expense of the employee) available to all new classified employees upon initial employment. If an employee does not accept this benefit upon initial employment, the employee may apply for the benefit annually during open enrollment (generally in late September or early October) but additional medical information is required and acceptance into the plan after initial employment and opportunity to enroll is not assured. The premium payments must be made through payroll deduction. Weekly benefits replace loss of income in the event of the insured's total disability for a maximum of twenty-six (26) weeks. A group contract is issued to the sponsoring employer, but the employees voluntarily choose to participate in the plan and bear the cost of the insurance.

403(b)

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

Workers Compensation

Franklin County Schools carries workers compensation insurance for its employees. If an employee is injured on the job, the employee must immediately contact the principal or supervisor, and the employee must immediately file a claim at the *Finance Office*, or the claim will be denied. ***The employee must report as directed for an immediate drug-test after reporting the claim.*** If the employee does not have the required drug-test, the claim will be denied. ***The claim must be reported and filed within twenty-four (24) hours of the occurrence of the injury.*** A panel of three (3) local doctors has been established to treat workers compensation injuries for the school system. Please call *Annette Sisk at the Finance Office (967-1279)* for more information prior to actually visiting a physician if it is not an emergency. In case of severe injury or trauma when immediate attention is needed, an ambulance should be called and the injured worker taken to the nearest emergency room.

Return to Work Practices for Work Related Injuries (Administrative Procedure 3.602.1) - It is the intent of Franklin County Schools to provide temporary or alternative duty assignments to employees who have been released to return to work for light or alternative duty by the appropriately assigned, treating physician after the employee sustained work-related injuries in the course and scope of his/her employment with Franklin County Schools. ***A doctor's release must be submitted prior to the actual return to work.***

The following procedures shall be used as a general guide for the "Return to Work" of an employee that has been released to return to work with noted restrictions by the appropriately assigned, treating physician after the employee sustained verified work-related injuries in the course and scope of his/her employment with Franklin County Schools:

1. It shall be the responsibility of the appropriate school principal or supervisor to make available a temporary “alternative” duty assignment for an injured employee under his/her supervision who is temporarily, partially disabled and has been released back to work with written restrictions by his/her appropriately assigned, treating physician. The principal or supervisor may, with the permission of the Director of Schools, find a temporary alternative duty assignment for the injured employee within another school, work site, or department of the school system if the principal or supervisor cannot provide an alternative duty assignment at the regular work site due to a clear unavailability of work; a threat to the health, safety, and welfare of the employee in question; a threat to the health, safety, and welfare of fellow employees; or due to a legal restriction to providing such alternative duty assignment. However, it is first and foremost the responsibility of the immediate supervisor or principal to provide an alternative duty assignment at the employee’s regular work site.
2. An employee who is offered a temporary alternative duty assignment is expected to report for duty and to fulfill the responsibilities of his/her alternative duty assignment during the period of time he/she is deemed to be temporarily disabled by the attending physician just as the employee would in his/her regular position at the regular work site.
3. Temporary alternative duty shall mean all periods of time when the employee’s assigned, treating physician has determined that the injured employee may return to some form of restricted duty. Such temporary alternative duty assignment(s) shall continue until terminated by the treating physician, until the employee reaches Maximum Medical Improvement (medical release with no work restrictions), or until all statutory requirements have been exhausted.
4. Such temporary alternative duty shall take into account and accommodate those restrictions which have been placed upon the injured employee by their assigned, treating physician. As restrictions or limitations may change during the recovery process, the principal or supervisor shall continue to modify the work environment to accommodate the employee and his/her allowed work assignment. Efforts shall be made to return the employee to his/her regular work assignment as soon as possible and as allowed by the assigned, treating physician.
5. During the alternative duty assignment, the employee shall continue to receive his/her normal rate of pay for the hours worked in accordance with the current, appropriate salary index of the school system. Other benefits to which the employee may be entitled shall be paid in accordance with *Tennessee Workers Compensation*.
6. Once the employee has reached Maximum Medical Improvement, the employee is responsible for reporting this (written documentation from the assigned, treating physician must be provided) to the appropriate principal or supervisor. Upon reaching Maximum Medical Improvement, the employee’s medical condition shall be assessed as to his/her permanent medical restrictions and his/her ability to perform the duties of the position to which assigned. If the injured employee cannot return to his/her regular position, the Director of Schools, along with the employee’s principal or supervisor, shall attempt to find employment within the school or department. If such employment cannot be accommodated, the Director of Schools shall attempt to find an applicable employment opportunity in another school or department within the school system. Such attempts are not a guarantee that a position will be offered or that future employment is assured.

Part-time Employees

Part-time employees are defined as those individuals who are employed to work less than full-time for the specific position. Refer to **Appendix A** for more information. **Part-time employees do not receive benefits** (*this includes sick leave, personal day, and vacation*). Neither part-time nor temporary or seasonal employees are eligible for hospitalization or long- and short-term disability.

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

Neither accrued sick leave nor years of experience in another school system can be transferred to the Franklin County School System.

Dress Code Board Policies—5.6001 and 6.310

Student Dress Code Board Policy –6.310

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

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

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

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not have holes, be cut-off, ripped, or see-through. Inappropriate logos are not allowed. Inappropriate logos include, but are not necessarily limited to:
 - Discrimination against any individual or group;
 - Promotion of violation of school rules;
 - Depiction of the use of drugs, tobacco, or alcohol; and
 - Encouragement of violence, gang/cult affiliations, and the use of weapons or intimidation.
2. Shorts and skorts may not be worn by either males or females as normal school attire after completion of elementary school. Capri length pants are allowed.
3. Skirts and dresses shall be knee length when the girl is standing erect. Slits in dresses or skirts shall not exceed three (3) inches above the front and/or back of the knee.
4. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible, if the accompanying shirt/top is of sufficient length to be tucked, but tucking is not required. No midriff/back skin may be visible at any time.

The following types of pants are not allowed for middle school or high school students: wind or sweat pants as normal school attire (may be worn for PE if appropriate underwear is worn; sweat pants may be worn by identified special needs students), leggings (**when worn as pants alone**), and tight fitting stretch type pants. Overalls may be worn if worn properly.

If jeans are bleached, they must be bleached consistently with no suggestive designs.

Inappropriate logos, and lettering/writing down the side or back of pants, or around the waistband are not permitted.

5. All tops, shirts, blouses, and dresses must be appropriate for the school environment and the age of the student. Tops, shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, midriffs, and cleavage.

See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter tops, crop shirts, etc., are not allowed.
6. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers, and skate shoes.
7. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images.

Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment.

Clothing or accessories shall not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances, or promote violence.

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

Tattoos and other similar markings of the skin are discouraged (offensive tattoos must be covered).

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

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate. Corrective/disciplinary action may include, but is not limited to, calling parents/guardians/ or custodians to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate.

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

Personnel Dress Code Board Policy—5.6001

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

The following items are not to be worn by teachers, educational assistants, clerical workers, etc.:

- ◆ Shorts;
- ◆ Sweat suits and jogging pants; and
- ◆ Blue denim jeans and wind suits.

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

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

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

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

All clothing shall be neat, clean, and appropriate.

- ◆ No suggestive, low cut, or overly revealing clothing shall be worn;
- ◆ Tight fitting clothing (including leggings and items made of spandex) and clothing that is too short both in standing or sitting positions shall not be worn;
- ◆ Clothing shall not advertise alcohol, drugs, tobacco, or vulgar/suggestive slogans;
- ◆ Clothing shall not have any controversial/suggestive graphics or symbols; and
- ◆ Garments must be free of holes.

Rigid shoes (tennis shoes are fine) must be worn; no high heels, flip-flops, or sandals.

Clothing shall be worn properly, and at the right body height, size, and purpose.

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

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

Election and Employment of Classified Employees

Classified employees are hired for a fiscal year (beginning July 1 through the following June 30) with no guarantee, or employment right, to be re-employed for the following year. Classified employees are usually re-elected in the month of May for the following school year. Employees are first recommended for further employment by the school principal or supervisor. After determining if there is a continuing need for the position and if funds are available, the Director of Schools either approves or denies the principal/supervisor's recommendation. Employees recommended and approved for employment for the following year are not eligible for unemployment benefits during the summer months.

Job Descriptions

There are job descriptions for all classified positions in the school system. Efforts are made to give all new employees a copy of the appropriate job description; a copy of the job description can be obtained upon request. The qualifications, physical demands, and essential functions are listed for every position. The job description is not intended to contain a complete listing of the essential functions of the position. Each job description allows the supervisor to assign the employee additional duties or assignments as needed.

Supervision

The immediate supervisor and Director of Schools share the responsibility for providing desirable orientation experience for newly hired employees. Periodic training sessions may be provided for employees or employee groups as deemed necessary. The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of these duties as follows:

1. The school principal is the immediate supervisor of all certified personnel, school secretaries, educational assistants, custodians, and others located at each respective school.
2. The school nutrition manager is the immediate supervisor of the other school nutrition personnel at the respective school.
3. The Transportation Director is the immediate supervisor of all transportation personnel.
4. Maintenance personnel are under the immediate supervision of the Maintenance Supervisor.
5. Central Office staff members are under the immediate supervision of their respective supervisor.

All classified personnel are ultimately an employee of, and responsible to, the Director of Schools.

Compensation Guides

Only supervisory employees are considered to be salaried employees; most classified employees are paid by the hour. There are separate pay schedules for the following groups of employees:

- Maintenance (each position within);
- Custodians;
- School Secretaries, other clerical;
- Central Office staff members;
- Educational Assistants;
- Cafeteria Managers;
- Cafeteria Cooks; and
- Bus Drivers.

All earned wages and salaries of employees of the school system, including supplemental and substitute pay, must be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with, and salaries paid through, the Board. This includes donations as well as contributions from individuals, civic or other non-school related sources, and funds from individual school activity funds, such as gate receipts, concessions, etc.

Probationary Period *Board Policy— 5.107*

Purpose

The probationary period shall be used to allow the immediate supervisor time to closely observe and evaluate the employee and to encourage effective adjustment to the position.

Evaluation

All classified personnel, including newly hired non-licensed classified personnel working a minimum of five (5) months, shall be evaluated annually to aid in improving the employee's performance.

Conditions of Employment during the Probationary Period

The following shall apply during the probationary period –

Accumulation of, and use of, sick leave and vacation days:

1. Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period.
2. Holidays for probationary employees will follow the same procedures as for regular employees.

Evaluation

The work performance of each employee is evaluated by the employee's immediate supervisor. All classified employees will have a written evaluation completed by the immediate supervisor/designee at least once a year. The supervisor should make the employee familiar with the evaluation form (**Appendix B**). Evaluation is an important aspect of continued improvement of individual performance as well as possible promotions; poor job performance is not acceptable. An evaluation may be conducted at any time by the employee's supervisor, if deemed necessary.

Transfer/Assignment *Board Policy—5.115*

The Director of Schools shall assign personnel to the various schools or departments by June 15 for classified (support) personnel for the following school year for which such persons are employed. Each principal or immediate supervisor has the responsibility and the obligation to assign specific work responsibilities within the school or work site. The initial assignment of all employees to a work site is made by the Director of Schools with input from the appropriate director/ supervisor and/or building principal. Each assignment is made in the best interest of the schools.

Transfer

A transfer is defined as moving from one school or administrative unit to another. The Director of Schools shall transfer employees as necessary for efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious. All employees transferred shall receive notification of the transfer. Transfers made in accordance with board policy and state law are final.

Reassignment

A reassignment is defined as moving to another assignment within the same school or administrative unit. Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned as necessary for efficient operation of the schools. Reassignments shall be made by the employee's immediate supervisor with approval of the Director of Schools. A work schedule is developed, and revised as needed, by the immediate supervisor.

Resignations *Board Policy—5.204*

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. The two (2) week notice may be waived by the Director of Schools. The immediate supervisor shall forward in a timely manner (day it is received) a copy of the resignation to the office of the Director of Schools. The Finance Office will prepare final payment for all earned wages; this will be received by the employee no later than the next regularly scheduled pay day.

Staff Time Schedules Board Policy— 5.602

Work Schedule

Work schedules for other employees are defined by the Director of Schools or his/her designee, consistent with the Fair Labor Standards Act (FLSA) and the provision of this policy.

Workweek Defined

Work hours for all employees not exempted under the FLSA, 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 employees to work more than forty (40) hours each week. For purposes of compliance with the FLSA, the work week for school system employees is defined to begin Sunday, 12:00 a.m. and to extend through the following Saturday, 11:00 p.m.

Overtime and Compensatory Time

Due to budgetary restrictions, overtime work will not be allowed 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 time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the Finance Office. The Finance Office 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 (1) hour of overtime worked, if such compensatory time is:

1. Pursuit to an agreement between the employer and employee reached before overtime work is performed; and
2. 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 of not less than the higher of:

1. Average regular rate received by the employee during his/her last three (3) years of employment, or
2. 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 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 placed in the employee's personnel file and shall constitute the written agreement required in this section.

Attendance Expectations

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 considered neglect of duty and will result in disciplinary action up to, and including, dismissal.

Employee Discipline

An employee of Franklin County Schools shall not engage in any criminal, dishonest, immoral, or disgraceful conduct or behavior, activity, or association, which discredits the employee and/or the school system. These actions may be considered grounds for dismissal. Each employee is expected to conduct himself/herself, both on and off the job, in such a manner as to reflect credit on himself/herself and the school system.

An employee may be disciplined for such actions as follows (list not inclusive):

- Neglect of duty;
- Failure to perform assigned duties;
- Inefficiency in the performance of duties;
- Any act of insubordination or disrespect to a supervisor;
- Absence without notification;
- Use of illegal drugs while on duty;
- Use of alcohol while on duty;
- Under the influence of illegal drugs or alcohol when reporting for duty;
- Use of illegal drugs or alcohol while off duty which reflects discredit upon the employee or the school system;
- Violation of any of the rules and regulations of the Board of Education;
- Neglect or disobedience of lawful and reasonable orders of a supervisor;
- Immoral conduct;
- Conviction of a felony or a misdemeanor involving moral turpitude;
- Any breach of discipline;
- Incompetence;
- Discourteous treatment of the public, other employees, and students;
- Dishonesty;
- Harassment/sexual harassment;
- Inappropriate socializing/fraternizing with students;
- Inability, for whatever reason, to perform the duties assigned; and
- Any conduct unbecoming to an employee of the school system.

Disciplinary actions may also be taken for actions other than those listed above.

Disciplinary actions may include the following:

1. Verbal warning;
2. Written suspensions;
3. Suspension with/without pay; and
4. Dismissal.

It is normally expected that disciplinary actions will follow a progressive path until the problems are rectified or the employee is dismissed. However, the seriousness of the disciplinary infraction shall dictate the proper action up to, and including, dismissal for a first offense of serious disciplinary infractions.

Any employee who is dismissed shall receive notification from the Director of Schools.

Leave

Sick Leave

Each classified employee earns one (1) sick leave day for each completed month –twenty (20) days of employment. A true-twelve month employee can earn a maximum of twelve (12) earned sick leave days in the fiscal year; an employee with an employment contract of 180 days can only earn a maximum of nine (9) sick leave days. Sick leave days may accumulate to an unlimited amount. An earned sick leave day can be used for the employee's personal illness or illness of the immediate family. An earned sick leave day can also be used for medical and/or dental appointments of the employee or the employee's immediate family.

A classified employee is allowed to use half-day sick leave, except on the scheduled abbreviated days. A half-day is defined as either 7:45 a.m. to 11:30 a.m. or from 11:30 a.m. to 3:15 p.m. **An employee cannot claim less than a half-day of sick leave.**

The employee should notify the immediate supervisor if sick leave is needed. **A doctor's statement must be submitted after three (3) consecutive days of absence or after the employee has exhausted all available leave. A doctor's statement is also required when an employee returns to work after leaves of three (3) days or more; this statement must specifically state that the employee is released to return to work and is capable of fulfilling the essential functions of the job for which they are employed. This statement is to be submitted to the school secretary and then forwarded to the Central Office with the appropriate time sheet to be placed in the employee's health file.** Failure to provide appropriate medical documentation may be considered grounds for termination of employment.

When a classified employee leaves the employment of the school system, all unused sick leave is forfeited unless the employee retires; then the unused sick leave is applied toward time worked (for retirement purposes only).

The official record of all leave accumulation is maintained at the Finance Department and the latest information is included monthly on the employee's check stub. However, the printed number of accrued sick leave and vacation days (if earned) will be correct as of the preceding pay period.

Sick leave cannot be advanced to employees. Employees are not paid for unused sick leave when/if they leave the employment of Franklin County Schools. Accumulated sick leave can be applied toward retirement.

Personal Leave

Full-time classified employee with employment contracts of 260 days earn two (2) personal days in the fiscal year; all other full-time classified employees employed prior to the Christmas break earn one (1) day of personal leave. This leave cannot be accumulated but unused personal leave does convert to sick leave at the end of the fiscal year. The immediate supervisor must approve the use of personal leave at least three (3) days prior to the date requested. Substitutes will only be provided when daily assistance must be provided to special needs children. Personal leave can be taken in half-day increments but **an employee cannot claim less than a half-day of personal leave.** A half-day personal leave cannot be used on the scheduled abbreviated days.

Family and Medical Leave (FMLA) – This is a federal law which allows up to twelve (12) weeks of unpaid leave in a twelve (12) month period of time, counted from the first day of leave forward, for certain medical, birth, or adoption situations. **FMLA runs concurrently with all other available leave. A doctor's release must be submitted prior to the employee actually returning to work.**

Board Policy—5.305

Purpose - To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

Eligibility - Anyone who has been employed for at least twelve (12) months by the Board or anyone who has at least 1,250 hours of service during the previous twelve (12) month period. Hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility during the previous twelve (12) month period.

General Principles

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse, or parent who has a serious health condition **or for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.** (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.)
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. A teacher may use up to thirty (30) days accumulated sick leave for the adoption of a child. **IF both adoptive parents are teachers, only one parent may request leave.** Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

3. A physician's statement may be required by the director of schools when determining the period of actual physical disability.
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

Qualifying Exigencies include:

- Issues arising from a covered military member's short notice deployment (i.e., less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Making or updating financial or legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest or recuperation leave before deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

Military Caregiver Leave

An eligible employee who is a spouse, child, parent, or next of kin of a covered service member with a serious injury or illness shall be granted up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard of Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period."

Restrictions

1. For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
2. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - a. The date on which the serious health condition commenced;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - d. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.
4. Once it has been established that the leave requested qualifies for FMLA, the director of schools/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that—

Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.

The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.

5. Intermittent Leave – When a licensed employee requests foreseeable leave for a planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.
6. Period Near the End of an Academic Term (*Professional employees*) – If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term. If the leave is taken five (5) weeks or less than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.
7. Spouses employed by the same employer are limited to a combined total of 26 weeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Requirements of the Board

1. The employee shall be restored to the same position of employment, or an equivalent position, with no loss of benefits, pay or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the FMLA leave - not greater than twelve (12) weeks.
3. The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired.
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, onset of a serious health condition, or other circumstances beyond the control of the employee.

Bereavement

A maximum of three (3) bereavement days may be taken by a classified employee for the death of a spouse, child (including step-child), or parent (including step-parent). An employee may take one (1) bereavement day for the death of a grandparent or sibling. Bereavement days are expected to be used immediately following the death of the above listed family member (certainly within a week of the death). These days will not be charged to sick leave.

Jury Duty

When an employee is summoned for jury duty, he/she shall appear in court and specify a seven (7) day period within twelve (12) months that he/she will be available for jury duty. The following procedures shall regulate leave for an employee on jury duty:

1. The employee shall present written evidence that he/she had been summoned to serve on a jury; and
2. The employee shall be entitled to the usual compensation.

Court Appearance

If the employee appears in court because of a personal interest, whether as a plaintiff, defendant, 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 in accordance with the established board policies on leave.

If the employee is subpoenaed as a witness in a case, there shall not be a loss of regular pay.

Vacation

Only true-twelve month employees with employment contracts of 260 days –working an eight (8) hour day - earn paid vacation on the following scale:

| | |
|--|--|
| Employment of one year – | five days (earn roughly 1 vacation day for every 52 work days) |
| Employment of two to nine years — | ten days (earn roughly 1 vacation day for every 26 work days) |
| Employment of ten or more years – | fifteen days (earn roughly 1 vacation day for every 17 work days) |

The employee may take the vacation days at any time throughout the year of employment, after vacation days are earned, upon approval of the immediate supervisor. Unused vacation days may accumulate up to the equivalent of two (2) years of vacation earnings. If an employee accumulates more than two (2) years of vacation earnings, the excess amount is converted to sick leave at the end of the fiscal year. Upon termination of service, the employee may be paid for unused vacation days.

If a classified employee is employed during the work year (after July 1 but well before June 30), the new employee is **eligible for the appropriate pro-rated vacation days earned.**

Annual vacation benefits are not earned by the majority of classified employees since most classified employees only work and are paid for the student school days.

Holidays

True twelve-month employees are granted the following paid holidays: Martin Luther King Day, President’s Day, Good Friday, Memorial Day*, July 4th, Labor Day, Thanksgiving Day, the day before and the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas, New Year’s Eve, and New Year’s Day.

*Memorial Day is not a paid holiday if school is in session that day.

Snow Days

The true-twelve month employees are expected to work the snow days unless the employee is notified not to report to work — vacation days may be used if available.

Classified employees will be paid for snow days only if the employee works (or is absent with available sick leave, personal leave, or vacation days) both the school day before and after the snow day.

Cafeteria employees will only be paid for the first five (5) snow days. If more than five (5) days are missed, the appropriate pay adjustment(s) will be spread over the remaining paychecks beginning in April.

Section III - Workplace

Staff-Student Relations *Board Policy— 5.610*

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. Romantic relationships between employees and students shall be prohibited. Appropriate disciplinary action, including dismissal, may be taken for violation of this policy.

Harassment/Sexual Harassment *Board Policy— 5.500*

Employees shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any student or any employee to discriminate against, or harass a student through disparaging conduct or communication that is sexual, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interferes with one’s work;
2. Creates an intimidating, hostile, or offensive environment;
3. Implies that submission to such conduct is made as an explicit or implicit term of employment; or

4. Implies that submission to, or rejection of, such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to the immediate supervisor.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigators or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any student or employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Appropriate disciplinary action will be taken against any employee found to be guilty of harassment; this may include dismissal. An employee disciplined for violation of this policy may appeal the decision. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

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

Legal counsel for the Board has recommended that all staff members specifically refrain from—

1. Hugging students or co-workers;
2. Leaving campus with any single student in any car;
3. Starting any off-color stories, however slight;
4. Asking questions about another's sex life;
5. Asking questions or making any comments about another's body or parts thereof, however seemingly innocent;

6. Brushing lint or debris from another's clothes of the opposite sex;
7. Calling a student of the opposite sex at home;
8. Giving students gifts;
9. Paying bills for a student;
10. Running errands for a student;
11. Making sexually suggestive comments of any kind in a teasing fashion;
12. E-mailing students for anything other than grade reports, assignments, or other legitimate school business;
13. Loaning anything to a student of the opposite sex;
14. Borrowing anything from a student of the opposite sex; and
15. Being indebted to a student for any purpose.

Do – Make it clear through your actions that you are a professional, an adult, and that there is a socially distinct difference between the positions of an employee of the school system and student.

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

In Each School – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Assistant Superintendent. If the report was given verbally, the principal shall reduce the same to writing within twenty-four (24) hours and forward it to the Assistant Superintendent. Failure to forward any harassment report or complaint will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Assistant Superintendent.

System-Wide – The Board hereby designates Linda Foster, Assistant Superintendent and Title IX Coordinator, to receive reports or complaints of harassment from any individual, employee or victim of harassment, and also from the school principal as outlined above. If the complaint involves the Assistant Superintendent, the complaint shall be filed directly with the Director of Schools. The school system shall conspicuously post the name of the Assistant Superintendent, including a mailing address and telephone number.

Submission of a complaint or report of harassment will not affect the reporting individual's future employment or work assignments.

Confidentiality of the complainant and the individual(s) against whom the complaint is filed will be respected as much as possible, consistent with legal obligations and the necessity to investigate allegations of harassment and to take disciplinary action when the conduct has occurred.

Investigation and Recommendation - By authority of the Board, the Assistant Superintendent, upon receipt of a report or complaint alleging harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board. The party making this investigation shall provide a written report of the status of the investigation, within ten (10) working days, to the Director of Schools and the Assistant Superintendent.

In determining whether alleged conduct constitutes harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incident occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstance(s) giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, student(s), and employee(s) pending completion of an investigation of alleged harassment.

The Assistant Superintendent shall make a final report, including findings and recommendations for disciplinary actions, if any, to the Director of Schools upon completion of the investigation.

Complaint Response - Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as appropriate, based on the results of the investigation. The result of the investigation of each complaint filed under these procedures shall be reported, in writing, to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint. The complainant shall be informed of the status of complaints. Steps shall be taken to prevent recurrence of the harassment.

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

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

Sexual Harassment as Sexual Abuse - Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the law shall be followed regarding the reporting of suspected abuse to appropriate authorities.

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

Notification of Rights - A copy of the board policy and procedures shall be included in the appropriate employee handbook and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, initiating civil action, or filing a complaint with the Office of Civil Rights of the U.S. Department of Education.

Tobacco-Free Schools *Board Policy— 1.803*

Tennessee Public Chapter No. 410 – Senate Bill 1325 approved by Governor Bredesen on June 11, 2007

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

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

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

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

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

Drug-Free Workplace *Board Policy—1.804*

No employee 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 as defined in federal law. “Workplace” shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event, or function.

New applicants for the safety-sensitive positions shall acknowledge on the application form any arrests and/or convictions of a federal or state drug or alcohol statute, including the penalty assessed for the conviction. Further, as a condition of employment, each employee shall notify the immediate supervisor of his/her arrest and/or conviction after the arrest and/or conviction.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction on any criminal drug statute for violation occurring in the workplace, as defined above, no later than five (5) days after conviction.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal; the employee shall be subject to referral for prosecution.

This policy shall be included in the personnel handbooks for certified and classified employees.

Use of Equipment and/or Materials of the School System and/or Individual Schools

Administrative Procedure—5.106.2

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

Cellular Phones *Board Policy—3.3001*

Cellular telephones shall be provided to a limited number of employees when required for the proper operation of the school system and safety of the children. The assignment of the cellular phones shall be approved by the Director of Schools/designee. The Board shall be financially responsible for the customary, minimum monthly premiums of pre-approved cellular phones.

Customary, minimum monthly premium shall be defined as that minimum charge which is incurred monthly, regardless of telephone usage. If the monthly bill reflects charges greater than the customary, minimum monthly premium, the excess portion shall become the responsibility of the employee to whom the cellular telephone has been issued. If an employee wishes to dispute the portion of the monthly bill for which he/she is responsible, the employee may request, and become financially responsible for, obtaining a listing of all usage for the disputed period of time. The total charges shall then become reallocated according to the ratio of usage between school-related calls and personal calls.

Assigned cellular phones shall be properly maintained. If the telephone is lost or damaged, the incident will be thoroughly investigated. If an employee is found to be negligent or at fault, he/she may be held financially responsible.

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

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

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

Use of the Internet *Board Policy—4.406*

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Employees

Before any employee is allowed use of the system's Internet or Intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of the agreement.

The Director of Schools shall develop and implement procedures (see Appendix E) for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to, the following:
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming, or attacking others;
 - Damaging computer software, computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access to any computer;
 - Violation of copyright laws;
 - Trespassing in another's folders, work, or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Use of the network for commercial purposes; and
 - Buying or selling on the Internet.

Students

The Director of Schools/designee shall develop and implement procedures for appropriate Internet use. Procedures (see Appendix E) shall address the following:

1. General rules and ethics of Internet use;
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access;
 - Violation of copyright laws;
 - Trespassing in another's folders, work, or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Use of the network for commercial purposes; and
 - Buying or selling on the Internet.

Internet Safety Measures

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line;
- Unauthorized disclosure, use, and dissemination of personal information regarding students; and
- Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students;
- Maintaining and securing a usage log; and
- Monitoring on-line activities of students.

The Board shall provide reasonable public notice of at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

Written consent shall be required prior to the student being granted access to electronic media involving district technological resources; this shall be valid for the student's complete school experience with the Franklin County School System unless rescinded by the parent/guardian or custodian or revoked by the school system. The required permission/agreement form, which shall specify acceptable uses, rule of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/guardian or custodian of minor students - those under eighteen (18) years of age, and also by the student. In order to rescind the agreement, the student's parent/guardian/legal custodian, or the student who is at least eighteen (18) years of age, must provide the Director of Schools with a written request.

E-Mail

Users with network access shall not utilize district resources to establish mail accounts through third-party providers or any other nonstandard electronic mail system. All data, including e-mail communications, stored or transmitted on school system computers, shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Internet Safety Instruction

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with material to raise awareness of dangers posed by the Internet and ways in which the Internet may be used safely.

Violations

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Exposure Control

In an effort to reduce occupational exposure to the Hepatitis B virus and other bloodborne pathogens, all employees should consider blood and other body fluids from all individuals to be potentially infectious. Precautionary measures must be taken to protect all employees from health concerns which might develop because of inadvertent contact with blood and/or other potentially infectious materials (OPIM).

Universal Precautions in Schools

All employees will use Universal Precautions. Universal Precautions is an infectious control method that requires employees to assume that all human blood and specified body fluids are infectious to HIV, HBV, HCV and other bloodborne pathogens. The specified body fluids are referred to as "other potentially infectious materials (OPIM)". OPIM can be the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids, amniotic fluid which surrounds a fetus, any body fluid that is visibly contaminated with blood (saliva, sweat, tears, vomit, urine, feces, nasal secretions), and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue (severed limbs, fingers, etc.).

The single most important step in preventing exposure to, and transmission of, any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. School employees should be prepared to use proper precautions prior to contact. Diligent and proper hand washing, the use of protective gloves, and proper decontamination of spills are essential techniques of infection control. All individuals should practice universal precautions when responding to situations where blood and/or OPIM may be contacted.

Hand Washing

- Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands and wrists should be removed prior to washing and kept off until the completion of the procedure and hands are rewashed.
- The use of running hot water, lathering with soap, and using friction to clean all surfaces is the key. Complete the process by rinsing well with running hot water and drying hands with paper towels.
- Hands should be washed before physical contact with individuals and after the contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come in contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers

- Barriers anticipated to be used at school include disposable gloves and absorbent materials. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents.
- Gloves should be worn when in contact with blood and/or OPIM. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood and/or OPIM, used gloves, and absorbent materials should be placed in plastic bags (double-bagged) and disposed of in the usual procedure. Bodily wastes such as urine, vomit, or feces should be disposed of in the sanitary sewer system. It is anticipated schools would only have regulated wastes in the case of a severe incident. Red bags are available at each school site; they should be used when needed and then properly disposed of.

Clean-Up

- Spill of blood and/or OPIM should be cleaned up immediately.
- Wear gloves.
- Clean up the spill with paper towels or other absorbent materials.
- Use a solution of 5.25% sodium hypochloride (household bleach) diluted with water in a 1:10 ratio to disinfect the area. This solution will have a contact time of ten (10) minutes with the contaminated area.
- Other approved disinfectant may also be used. Be sure to wash the area well.
- Dispose of gloves, soiled towels, and other waste in a plastic bag (double-bag).
- Clean and disinfect reusable supplies and equipment.

Exposure

- An exposure incident is an accidental or inadvertent exposure to blood and/or OPIM through contact with broken skin, mucous membrane, or by needle or sharp stick, which requires immediate washing, reporting and follow-up.
- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) exposure of broken skin occurs, wash the area thoroughly.
- If a cut or needle stick occurs, wash the area thoroughly with soap and water.
- The exposure incident should be reported immediately to the immediate supervisor or school principal.

Work Practice Controls

- All procedures involving blood and/or OPIM should be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Equipment which may become contaminated with blood and/or OPIM should always be examined prior to servicing or shipping and be decontaminated when needed.
- Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are all prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Hand washing facilities are kept readily accessible to employees.
- Employees are encouraged to wash their hands immediately or as soon as possible after the removal of gloves.

Personal Protective Equipment

- Appropriate personal protective equipment, such as gloves, is provided at no cost to the employee.
- Employees are encouraged to use appropriate protective equipment when needed.
- Appropriate personal protective equipment is readily accessible at each work site and/or issued to the employees.
- Personal protective equipment is repaired, or replaced as needed, to maintain its effectiveness at no cost to the employee.
- Personal protective equipment should always be removed prior to leaving the work area.
- Gloves should be worn when it can be reasonably anticipated that the employee may have had contact with blood and/or OPIM and when touching contaminated items or surfaces.
- Disposable (single use) gloves are to be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Disposable (single use) gloves should never be washed and/or decontaminated for re-use.

Housekeeping

- All work sites are maintained in a clean and sanitary condition. An appropriate work schedule for cleaning and decontamination should be maintained at each work site. The location of the facility, type of soil present, and tasks or procedures are considered when creating the schedule.
- All equipment, environmental, and working surfaces are cleaned and decontaminated after contact with blood and/or OPIM.
- Contaminated surfaces are decontaminated with an appropriate disinfectant (as described earlier) immediately or as soon as possible.
- Protective coverings, such as absorbent paper used to cover surfaces, are removed and replaced as soon as feasible when contaminated.
- All bins, pails, cans, and similar reusable receptacles which have a reasonable likelihood for becoming contaminated with blood and/or OPIM, are inspected and decontaminated on a regularly scheduled basis.
- Items are cleaned and decontaminated immediately, or as soon as feasible, when visible contamination is noted.
- Broken glassware, which may be contaminated, should not be picked up directly with the hands. It should always be cleaned up using mechanical means (forceps, tongs, dustpan, shovel, broom, etc.).

Follow-up Procedures in the Event of an Exposure Incident

- An exposure incident is specific eye, mouth, or skin contact with blood and/or OPIM which results from the performance of job duties (such as response to an accident).
- Employees shall immediately report an exposure incident to the immediate supervisor or principal as well as forward to the Central Office – Supervisor of Transportation and Safety using the *Incident and Accident Form*.

All employees of the school system should be able to answer the following five (5) questions:

1. **What does “Universal Precautions” mean?** *Universal Precautions is an infectious control method that requires employees to assume all human blood and specified body fluids are infectious.*
2. **What do you do when there is a blood spill?** *Personal protection – use protective equipment, proper hand washing. Clean up and disposal – clean up immediately. Disinfectant – use bleach diluted with water in a 1:10 ratio.*
3. **What do you do with contaminated laundry?** *As soon as possible, change clothes, bag contaminated laundry, dispose of it appropriately.*
4. **Have you been offered the Hepatitis B vaccination free of charge?** *Yes.*
5. **Where is the “Exposure Control Plan”, has it been explained to you, and have you been trained?** *A copy of the plan is located in the office. Yes, it is explained at annual training.*

Copies of the complete Exposure Control Plan and appropriate standards in regard to Bloodborne pathogens and Hepatitis B vaccine are available to any employee upon request.

Expenditure of Funds *Board Policy— 2.800*

Central Office

All expenditures shall be approved by the Board or the Director of Schools when authorized. No expenditures shall be made except on an approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this system will not create, or authorize creation of, a deficit in any fund. Expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

Individual Schools

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No checks will be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the Director of Schools' office in the same manner as salary and other payroll payments. Substitute teachers' salaries related to restricted class and club accounts will be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.

Employees who authorize or contract for any obligation in violation of the policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

Destruction of and Tampering with Governmental Records

Tennessee Code Annotated 39-16-504

It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record;
- (3) Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this section is a Class A misdemeanor. (Acts 1989, ch. 591)

Visitors to the Schools *Board Policy—1.501*

Any person encountered by a staff member in a school building or on a school campus should be asked for a visitor's pass. If the person does not have a visitor's pass, the individual should be escorted immediately to the school office.

Policy Manual

An up-to-date Franklin County Board of Education Policy Manual is maintained in each school library and also can be found online at: <http://franklincountyschools.k12tn.net>. Section 5 (Personnel) should be of particular interest.

Section IV – Special Groups

Educational Assistants

Because of the federal law, *No Child Left Behind*, all new applicants for educational assistant positions in Title I schools must provide proof that they possess the skills necessary to assist students in the learning process. All applicants must have a minimum of an Associates Degree; or have earned a minimum of forty-eight (48) semester hours from an accredited college or university; or have obtained the minimum acceptable score on ParaPro (approved test which proves that the employee possesses the skills necessary to directly assist students in a learning environment).

School Nutrition

The goal of the School Nutrition Program is to cheerfully provide tasty, attractive food in an efficient, clean manner, and to know and follow all health and safety regulations, all applicable federal and state laws pertaining to the school nutrition, as well as all policies and procedures of the school system pertaining to school nutrition.

Any applicant for a position with School Nutrition must provide proof of minimum education requirement—a high school diploma or General Equivalency Diploma (GED) is preferred. When offered a position with School Nutrition, the applicant must provide proper documentation from a licensed physician that he/she is able to perform the essential functions of the position.

The following safety/health standards apply in regard to dress and grooming of school nutrition employees:

1. Clean, neat, stain-free, wrinkle-free white blouses or shirts are preferred, but a kitchen staff may wear matching tops, at the discretion of the manager, if everyone so decides. Slacks need to be white, khaki, gray, black, or navy. Only cotton or cotton blend materials are acceptable. Capri pants or culottes are acceptable if below the knee. Denim jeans are not appropriate and cannot be worn, nor can stretch, stirrup, or jogging pants, sweat pants, slick pants, or shorts.
2. Loose long-sleeves, scarves, ties, etc., present real safety concerns and hazards; these items may not be worn.
3. Slip-resistant, laced shoes with a closed back or shoe guards must be worn.
4. Aprons approved by the Manager must be worn.
5. Employees may participate in special dress days as designated by the Manager, as long as safety is not jeopardized.
6. Body piercing is not allowed, except for small (1/2 inch or less) hoop earrings.
7. Employees may not have false/fake nails or wear their fingernails beyond the tip of the finger. No fingernail polish is allowed.
8. Employees cannot wear jewelry (necklace, bracelet, watch, etc.) except for wedding ring. When hands with rings are in contact with food, gloves must be worn.
9. Hair must be clean, neat, and well-maintained. If hair is long, it must be pulled back, away from the face and out of the way, in a neat fashion, secured, and sprayed with hair spray.

All school nutrition employees are encouraged to take the Hepatitis B vaccine which is provided by the school system at no charge to the employee.

Every employee of School Nutrition shall be provided lunch in the respective school cafeteria at no cost. The school nutrition manager shall determine the designated time and location for lunch.

Transportation

The transportation of students to and from school is a service provided by the school system to ensure widespread student attendance. Transportation services must be provided in the safest, most efficient and cost effective manner possible. The following principles are stressed:

| | |
|----------------|--|
| Safety | All operating procedures should consider the protection and best interests of students. |
| Economy | Express routing, varying time schedules, spacing of bus stops, and other techniques for improving efficiency must be employed. |
| Time | All routes must be planned to keep the time spent on a bus as short as possible. |

Qualifications of a Bus Driver:

- Commercial Driver's License (CDL) with appropriate endorsement required;
- Copy of a Department of Transportation (DOT) physical that fulfills the specific requirements of the DOT, along with drug testing results, submitted annually;
- Moving Violations Report provided initially and then as deemed necessary;
- Minimum of three (3) years applicable driving experience;
- Annual physical (using required form) submitted on or before August 1;
- Health and physical requirements must be met as described below; and
- All requirements in accordance with state law and Tennessee State Board of Education's *Minimum Rules and Regulations* must be met.

| Recent Amendments or Changes to Statute(s) | |
|---|--|
| Serious Traffic Violations | <p>You will lose your CDL for at least 60 days if you have committed 2 serious traffic violations involving a CMV within a 3-year period.</p> <p>“Serious traffic violations” are excessive speeding (15 miles over the posted speed limit), reckless driving, improper passing, following too closely, and traffic violations arising from accidents or collisions resulting in death or personal injury to any person or property damage.</p> <p>You will lose your CDL for at least 120 days if you have committed 3 serious traffic violations involving a CMV within a 3-year period.</p> |
| Disqualifications | <p>If you drive in a commercial motor vehicle when your blood alcohol concentration is .04 percent or higher, you are driving under the influence of alcohol. You will lose your CDL for one (1) year for a first conviction. You will lose it for life for the second conviction. If your blood alcohol concentration is less than .04 percent but you have any detectable amount, you will be put out-of-service for 24 hours.</p> <p>You will lose your CDL for life if you use a CMV to commit a felony involving controlled substances.</p> |
| Implied Consent | <p>If you operate a CMV, you shall be deemed to have given the consent to alcohol testing for the above mentioned violations.</p> |
| Reporting Requirements | <ol style="list-style-type: none"> 1. You must give your employer information on all driving jobs you have held for the last 10 years. 2. You must notify your employer within 30 days of a conviction for any traffic violation (except parking) which occurred while operating a CMV. This is true no matter where you were driving. 3. You must notify your employer immediately if your license is suspended, revoked, or canceled, or if you are disqualified from driving (before the end of the business day following the day you receive the notice). 4. You must notify the Tennessee Department of Safety within 30 days if you are convicted of any traffic violation (except parking) occurring in any state other than Tennessee, regardless of whether you were driving a CMV or not. To do this, you must obtain the “Notification of Moving Violation” form (SF-0923). <p>If you fail to comply with any of the above four (4) reporting requirements, you will be fined \$250 to \$500 and be sent to jail from two (2) to thirty (30) days.</p> |

Anytime a county-owned special education bus transports an identified special education student by and/or through IEP, a bus monitor must be present on the bus and must perform the appropriate supporting duties.

Performance Responsibilities include, but may not be limited to:

- Perform and properly complete the system’s Pre-Trip and Post-Trip Inspections including signing (and timely submission of) the appropriate form;
- Drive school bus safely and professionally;
- Observe all mandatory safety regulations for school buses;
- Comply with all traffic ordinances;
- Maintain and comply with discipline policies set forth by the school system – specific details are printed annually in the *Code of Behavior and Discipline*;
- Notify the proper authorities in case of mechanical failure and when the bus will be running late;
- Allow students to unload only at the students’ designated bus stops;
- Remain on the bus when students are on the bus, including loading and unloading;
- Exercise responsible leadership when on out-of-district school trips, and require a list of all passengers with emergency phone numbers to be readily available prior to the trip;
- Act responsibly—check the bus at the end of each run, including extracurricular activities, to ensure that all students have left the bus. Leaving a child on the bus is very serious—it could result in the death of a child. This should be done prior to leaving the last school campus in the morning and as soon as possible after the last stop in the afternoon. Children found unattended must be immediately reported to the school principal, the Supervisor of Transportation; the parent will be notified.

- Report all accidents immediately; complete all required reports; cooperate thoroughly with any resulting investigations by the appropriate law enforcement agency and/or school system;
- Enforce regulations against smoking and eating on the bus;
- Dress appropriately (refer to the dress code for drivers) – be neat in appearance, courteous to parents and children, and cooperate with the principals, teachers, and other school officials;
- Do not use profanity or tobacco in any form when students are being transported, do not be under the influence of any intoxicating drink or other drug (prescribed or not);
- Wear seat belts at all times and promote other good safety habits;
- Participate in all on-site trainings and in the state sponsored training programs;
- Drive the complete bus route with the bus headlights on as a safety measure, always emphasize defensive driving;
- Show proficiency in handling and maneuvering the school bus;
- Always keep the gas tank at least half full;
- Assist students, as needed, with proper adjustment of booster seats, seat belts (if available), and appropriately secure wheel chairs, walkers, etc.;
- Ensure that all children remain in their seats when the bus is in motion, also, when needed, help to ensure that the identified special needs students who are required to wear seat belts are properly secured before the bus is in motion; and
- Have an emergency plan in place for the appropriate delivery of the identified special education student to a home in which an appropriate, identified adult is physically present to accept responsibility for the special student.

Discipline -- Drivers will be disciplined, including suspension and dismissal, if their actions are deemed to be irresponsible. Refer to the Contract (Franklin County Board of Education Bus Transportation) – Exhibit C. The following (non-inclusive) list contains examples of inappropriate action which will not be tolerated:

1. Use of profanity or obscene language in the presence of students while in the performance of job duties;
2. Inappropriate physical contact with students;
3. Failure to immediately report any accident or injury;
4. Loss of Commercial Driver’s License (CDL);
5. Conviction of any criminal act;
6. Failure to inform the appropriate supervisor of any medical condition or use of any medication which may affect the driver’s ability to perform required duties; and
7. Reckless driving or violation of traffic laws.

Physical Examination Requirement

All bus drivers must annually submit a copy of a recent physical, dated less than three (3) months before the opening day of school, which fulfills the specific requirements of the Department of Transportation.

No bus driver will be allowed to drive a bus for the Franklin County Schools until a current copy of the required annual physical is submitted.

Random Drug Screen

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty (50%) percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible.

However, if the driver does not report for the said testing, as designated, the results will be reported as a ‘positive’ drug test and the driver will be immediately suspended for a minimum of one (1) school year. The driver will be suspended until full compliance with Section 382 of the *Federal Motor Carrier Regulations*. At that time, the driver may request to be re-instated; however, the school system has no obligation to do so.

Required Drug Screen

If an employee reports an injury, or if an employee in a safety-sensitive position is involved in an accident which results in any of the following: a fatality, an injury requiring medical treatment away from the scene, property damage, or the towing of a vehicle disabled in the accident, then the employee is required to submit to substance screening.

Positive results on drug and alcohol screens will result in appropriate disciplinary action. All individual results from drug and alcohol screens, random and otherwise, will remain as confidential as possible.

School Buses and Mobile Telephones

State law prohibited a driver from operating a school bus as defined by Section 55-8-101(53), which is school buses owned by a public or governmental agency, or privately owned and operated for compensation for the transportation of children to and from school, while using a hand-held mobile telephone while such vehicle is in motion and such vehicle is transporting children.

The associated, applicable state law does not apply to the use of a mobile telephone, or two-way radio, or communications made to and from a central dispatch, school transportation department, or its equivalent.

Reporting of a Bus Accident

Every accident involving a school bus must be reported immediately by the bus driver, if possible, to the Transportation Director. The appropriate law enforcement agency must also be notified if students are on board, if there is any property damage, or if there is any vehicle that must be towed. The following accident guidelines should be followed:

1. Determine as quickly as possible if anyone has been hurt.
2. If anyone has been hurt or there is damage to the vehicle(s) or property, call 911 for an ambulance and/or the proper law enforcement agency. Be prepared to give particulars - the site, extent of injuries, etc., of the accident.
3. Call the Transportation Director; if not available, then notify the Director of Schools/designee.
4. First, complete form "*Location of Students at Time of Accident*" (**Appendix D**), then gather vital information about all passengers on board the bus - names, addresses, phone numbers, school, and grade (include possible injury if it can be determined readily).
5. Make sure everyone injured is transported immediately to the hospital.
6. Do not release the students to another bus until a representative from the Board of Education arrives.
7. Complete the accident form.
8. Do not leave the scene of the accident until the investigation is completed.

The bus driver must submit to a drug screen immediately after an accident if students are involved, if there is any property damage, or if the bus is towed.

Required items on the School Bus

The following items must be on every school bus at all times:

1. Registration Sheet;
2. Insurance Certificate;
3. Route Form - this must be kept up-to-date at all times in case a substitute driver is needed;
4. **Pre-Trip and Post-Trip Inspection Log;**
5. Pre-Trip Check List; and
6. Student Data/Emergency Information Sheets.

Required Annual Up-Dates

The Transportation Coordinator must maintain a file for every driver. This file must be updated annually. The following items must be submitted by the driver and/or owner:

1. Physical Examination Form(s) - must be dated within three (3) months of the first day of school;
2. MVR Report;
3. Route sheet and Student Roster for the Bus;
4. Insurance Certificate (contractors only);
5. School Bus Operator Annual Training Certificate;
6. Copy of Driver's License (CDL); and
7. Copy of contract (owners only).

Conclusion

Your signature, denoting knowledge and possession of this *Support Employee Handbook 2009-10 School Year*, is legally binding in that it places responsibility on you, the employee, for compliance of all contents thereof.

Your signature also acknowledges that you are totally responsible for any violations, penalties, and/or disciplinary actions imposed as a result thereof.

If you have any questions or are uncertain about any procedure, please ask your immediate supervisor. We want the Franklin County School System to provide the best educational opportunities possible for our students. We want your association with Franklin County Schools to be a pleasant and rewarding experience for all involved. Working together, we can provide the best educational opportunities for all the students of Franklin County.

Specific Benefits

| Category/Job Description | Standard Hours Per Day | Standard Days Per Year | Sick Leave (one day earned for each 20 work days) | Personal Day | Vacation | Retirement Benefits (TCRS)* | Medical Insurance Benefits (if accepted into plan) | Social Security/Federal Income Tax | Short-Term Disability | Long-Term Disability | Workers Compensation |
|--|------------------------|------------------------|---|--------------|-----------------------------|-----------------------------|--|------------------------------------|-----------------------------------|----------------------|----------------------|
| True-Twelve Month Employees (employment contracts for 260 days) includes central office staff, maintenance, and designated staff members at the school level | 8 | 260 | Maximum of 12 Days | 2 | According to Board Schedule | Paid by Board | Single Coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Bus Drivers Contracted | Varies | 180 | None | None | None | None | None | Not Withheld | None | None | None |
| Bus Drivers System Employees | Varies | 180 | 9 Days | 1 | None | Paid by Board | 90% of Single Coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Custodians | 8 | 180 | 9 Days | 1 | None | Paid by Board | 90% of single coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Educational Assistants (Including Special Education and bus monitors) | 7 | 180 | 9 Days | 1 | None | Paid by Board | 90% of single coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Food Service Employees | 6 | 180 | 9 Days | 1 | None | Paid by Board | 90% of single coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Secretary/Clerical – School | 8 | Varies | 9 Days | 1 | None | Paid by Board | 90% of single coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |
| Health-Related Employees | Varies | Minimum of 180 | 9 Days | 1 | None | Paid by Board | 90% of single coverage | Withheld by Board | Available, to be paid by employee | Paid by Board | Paid by Board |

* Retirement is required for all employees working a minimum of twenty (20) hours weekly.

Part-time employees (defined as working less than shown above) do not earn benefits of sick leave, personal day, or vacation. Part-time employees are not eligible for medical coverage, short-term disability, or long-term disability.

Annual Evaluation for Classified Employees

Employee Name _____ School/Facility _____

| Areas of Competencies (Check only areas that are job specific) | Unacceptable | Needs Improvement | Satisfactory | Above Expectation |
|---|--------------|----------------------|--------------|----------------------|
| 1. Knowledge of work | | | | |
| 2. Neatness of work | | | | |
| 3. Accuracy of work | | | | |
| 4. Volume of work | | | | |
| 5. Completion of work on schedule | | | | |
| 6. Planning and organization | | | | |
| 7. Orderliness of work | | | | |
| 8. Follows instructions | | | | |
| 9. Observance of safety rules | | | | |
| 10. Interest in job | | | | |
| 11. Getting along with fellow employees | | | | |
| 12. Dependability | | | | |
| 13. Oral or written expression | | | | |
| 14. Attitude toward policies | | | | |
| 15. Attitude toward supervision | | | | |
| 16. Initiative and self-reliance | | | | |
| 17. Judgment | | | | |
| 18. Personal appearance | | | | |
| 19. Health | | | | |
| 20. Attendance and punctuality | | | | |

Annual Evaluation for Classified Employees

Employee Name _____ School/Facility _____

| Areas of Competencies (Check only areas that are job specific) | Unacceptable | Needs Improvement | Satisfactory | Above Expectation |
|---|--------------|-------------------|--------------|-------------------|
| 21. Leadership | | | | |
| 22. Training and instructing | | | | |
| 23. Fairness and impartiality | | | | |
| 24. Tactfulness | | | | |

Use the space below for comments. Recommendation, commendations and/or discussions should be noted. A written explanation is required for an unacceptable ranking. (If additional space is needed, please attach sheet to evaluation form.)

RECOMMENDATION – This person is recommended for: (check appropriate space)

- A. Continuation in his/her present position _____
- B. Continuation, but with probationary status _____
- C. Employment should be terminated with appropriate notice _____

| | |
|---|---|
| This report is based on my observation and/or knowledge. It represents my best judgment of the performance of the employee. | This report has been discussed with me. |
| _____ Evaluator's Signature & Date | _____ Employee's Signature |
| _____ Principal's Signature & Date | _____ Date |

Franklin County Schools 2009-2010 School Calendar

| | |
|----------------------------|--|
| August 4..... | Administrative Day – no school for students |
| August 5..... | Staff Development Day – no school for students |
| August 6..... | Staff Development Day (System-Wide) – no school for students |
| August 7..... | Staff Development Day – no school for students |
| August 10..... | First day of school (8:00-9:30); employees work all day |
| August 11..... | First full day of school |
| September 7..... | Holiday – no school |
| September 29..... | Parent/Teacher Conferences 3:15 – 6:15 |
| October 19-23..... | Fall Break |
| November 25-27..... | Thanksgiving Break |
| December 18..... | Abbreviated Day (8:00 – 9:30) |
| December 21-January 1..... | Winter Break |
| January 4..... | Staff Development Day – no school for students |
| January 5..... | Students return to school |
| January 18..... | Holiday – no school |
| February 15..... | Holiday – no school |
| February 23..... | Parent/Teacher Conferences 3:15 – 6:15 |
| April 2..... | Holiday – no school |
| April 5-9..... | Spring Break |
| May 4..... | Staff Development Day – no school for students |
| May 27..... | Administrative Day – no school for students |
| May 28..... | Last day for students (8:00 – 9:30) |

Grading Periods for all schools except FCHS

| | |
|-----------------|--------------------------|
| 1 st | August 10 – September 18 |
| 2 nd | September 21-November 5 |
| 3 rd | November 6 – December 18 |
| 4 th | January 5 – February 19 |
| 5 th | February 22 – April 13 |
| 6 th | April 14 – May 28 |

Report cards distributed at all schools except FCHS

| | |
|-----------------|--------------|
| 1 st | September 29 |
| 2 nd | November 12 |
| 3 rd | January 12 |
| 4 th | February 23 |
| 5 th | April 20 |
| 6 th | May 28 |

Grading Periods – FCHS

| | |
|-----------------|---------------------------|
| 1 st | August 10 – September 8 |
| 2 nd | September 9 – October 8 |
| 3 rd | October 9 – November 13 |
| 4 th | November 16 – December 18 |
| 5 th | January 5 – February 5 |
| 6 th | February 8 – March 12 |
| 7 th | March 15 – April 22 |
| 8 th | April 23 – May 28 |

Report cards distributed at FCHS

| | |
|-----------------|--------------|
| 1 st | September 15 |
| 2 nd | October 15 |
| 3 rd | November 20 |
| 4 th | January 12 |
| 5 th | February 12 |
| 6 th | March 19 |
| 7 th | April 29 |
| 8 th | May 28 |

Homecoming Dates

Huntland School – October 2, 2009
Franklin Co. High School – October 9, 2009

Graduation Dates

Franklin Co. High School – May 20, 2010
Huntland School – May 21, 2010

Testing Dates: Writing Assessment – February 2
 ACT (mandated for 11th graders) – March 9
 TCAP – March 23-30

FRANKLIN COUNTY SCHOOLS

*** * * * * 2009-2010 SCHOOL CALENDAR * * * * ***

| July | | | | |
|------|----|----|----|----|
| M | T | W | TH | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| August | | | | |
|--------|----|----|----|----|
| M | T | W | TH | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| September | | | | |
|-----------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| October | | | | |
|---------|----|----|----|----|
| M | T | W | TH | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| November | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| December | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

1st Semester - 86 days

| January | | | | |
|---------|----|----|----|----|
| M | T | W | TH | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| February | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

| March | | | | |
|-------|----|----|----|----|
| M | T | W | TH | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| April | | | | |
|-------|----|----|----|----|
| M | T | W | TH | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| May | | | | |
|-----|----|----|----|----|
| M | T | W | TH | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| June | | | | |
|------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

2nd Semester - 94 days

Required

Five Staff Development Days:
 August 5, 2009
 August 6, 2009 County-Wide
 August 7, 2009
 January 4, 2010
 May 4, 2010

Three Administrative Days:
 August 4, 2009
 September 29, 2009 3:15 - 6:15 pm - P/T Conferences
 February 23, 2010 3:15 - 6:15 pm - P/T Conferences
 May 27, 2010

180 required, student school days-includes the three following abbreviated days:

August 10, 2009
 December 18, 2009
 May 28, 2010

ACT - March 9, 2010 - mandated for eleventh graders

Mandated Window (Achievement Window for grades 3 - 8) - March 22 through April 9, March 23-30 have been designated as testing dates

No School

HHS Homecoming - October 2, 2009
 FCHS Homecoming - October 9, 2009

FCHS Graduation - May 20, 2010
 HHS Graduation - May 21, 2010

Acceptable Use Policy: Computer and Internet Use (Board Policy 4.406)

Access to the world-wide web via network is available to students, teachers, and administrators in the Franklin County School System. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication via library resources, research institutions, file sharing, and electronic mail, as well as other online resources. This world-wide access carries with it availability to material that may not be considered to be of educational value within the context of a school setting; therefore, precautions must be taken to restrict access to controversial materials. This requirement is daunting because, on a global network, it is impossible to control all materials, and any industrious user may be able to discover controversial information, either intentionally or accidentally. The Franklin County Schools' internet service provider coordinates network access through external state, regional, and federal agencies, and provides firewall protection that filters out sites deemed unacceptable by the Tennessee State Department of Education. **Further, the Technology Department under the direction of the CTO provides content filtering and network security through the use of content management software that can detect and/or block access to inappropriate material and monitor usage by both students and employees.** The smooth operation of the network ultimately relies *upon proper conduct by the user who must adhere to strict guidelines*. These guidelines are provided herein so that users are aware of the responsibilities that accompany use of the network provided by Franklin County Schools through its internet service provider (ISP). Violation of these provisions by the user constitutes a break in the agreement entered into herein which will result in termination of the users' account and denial of access to the network through the Franklin County School System. *The signatures at the beginning of this document are legally binding and indicate that the parties have read the terms and conditions stated herein and understand their significance.*

Terms and Conditions of User's Agreement

Article 11.1 — Acceptable Use

The use of the network must be in support of education and research, or the business of Franklin County Schools, and must be consistent with the educational objectives of the school system. Transmission **or reception** of any material in violation of any United States or Tennessee regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by a trade secret or intellectual property rights. **The unauthorized and illegal downloading of any copyrighted music is strictly prohibited for users of the network provided by Franklin County Schools.** Any use for commercial activities, product advertising, or political lobbying is not acceptable.

Article 11.2 — Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The Director of Schools, the school administration, or the Chief Technology Officer (CTO) or his/her designee, will deem what is inappropriate use **based on these guidelines**, and the decision is final. The administration at any level may close an account at any time as required. The administration, faculty, and/or staff may request the CTO to deny, revoke, or suspend user accounts.

Article 11.3 — Net Etiquette and Ethical Use

Users are expected to abide by the generally accepted rules of network etiquette and **ethical** information security practices. These include, but are not limited to, the following:

- Be courteous and polite. Avoid offensive and inflammatory speech. Sending or displaying offensive messages or pictures is not allowed. No form of harassment, belittlement, or attacking of others is allowed. Inappropriate language, profanity and/or obscenity are not permitted at any time.
- Do not reveal your personal information, such as social security numbers, personal address, financial information, or phone numbers of students or colleagues.
- Do not trespass on the folders or files of others without their permission, regardless of whether it is technically possible for you to do so. No attempt should be made to tamper with other people's data, disrupt the work of others, or to gain unauthorized access to accounts or files on the network.

- Do not send bogus messages or warnings designed to look like they come from a network source in order to create apprehension or confusion among other users.
- Network server space is limited; personal work, electronic mail, and files no longer needed must be deleted regularly.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to mail on various servers. Messages relating to, or in support of, illegal activities will be reported to the proper authorities.
- The network should not be used for personal communications or matters unrelated to the business of Franklin County Schools.

Article 11.4 — Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or another network connected to the internet backbone. This includes, but is not limited to, damaging computer hardware, computer systems, networks, and the creation, uploading, or dissemination of any computer virus, spy-ware, spam, or any other form of malicious code.

Article 11.5 — Security

Security on any computer system is a high priority, especially when the system involves many users. Please see *Information Security and Procedures for Franklin County Schools* (published by the Technology Office) for more specific information. Confidential information regarding citizens in the Franklin County Schools will be securely protected on all laptop computers and other removable storage devices. Users must never share account passwords or use of accounts with anyone. Users have full responsibility for the use of their accounts and are liable for any policy or procedural violations that are traced to the account. Both students and employees will be banned from the use of system computers if inappropriate and/or unlawful sites are found to have been accessed. Furthermore, the appropriate law enforcement agency will be notified if pornography is found and appropriate disciplinary action will be taken if an individual is found to use school computers for illegal purposes or for purposes that violate these guidelines and instructions. Such actions may range from an oral reprimand to dismissal and consequential loss of one's teaching license, if applicable.

Article 11.6 — Acceptance of Terms and Conditions

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws and regulations of the State of Tennessee and the United States of America.

I understand and agree to abide by the above *Terms and Conditions for the Use of the Internet*. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation thereof, my access privilege may be revoked and appropriate school disciplinary action may be taken, as well as appropriate legal action.

I understand that my signature, denoting my knowledge of this *Support Employee Handbook 2009-10 School Year*, and its location on the system's website (<http://franklincountyschools.k12tn.net>), is legally binding and that it places responsibility on me for compliance of all contents thereof. I further acknowledge that I am totally responsible for any violations, penalties, and/or disciplinary actions imposed as a result thereof.

Recognized Employees

Honored at the Support Staff Appreciation Reception held on April 28, 2009—
Sponsored by Citizens Community Bank

Years of Experience in Franklin County at the end of the 2008-09 School Year

Five Years

| | | | |
|-----------------|------------------|----------------|----------------------|
| Joseph Argo | Kathleen Johnson | Herman Mason | Belinda Tirado-Clark |
| Elaine Boggess | Sheila Landers | Julia Perkins | Eric Vanzant |
| Kimberly Brooks | Linda Lowe | Paula Pierce | Mark Vanzant |
| Amanda Gamble | Wendy Mahaffey | Chad Steele | Donna Watson |
| Carol Graham | Hilton Marlin | Larry Stephens | Mary Wenger |
| John A. Hill | Ruthie Martin | Dawn Stopinski | |

Ten Years

| | | | |
|------------------|------------------|---------------|-----------------|
| Barbara Ashley | Connie Davis | Lynn Jernigan | Deborah Stovall |
| Mary Bishop | Angie Dotson | Sherrie McBee | Larry Taylor |
| Pauline Chadwick | Joe Gifford | Carla Money | Jean Williams |
| Mona Cross | Cheryl Heatherly | Ruth Petry | |

Fifteen Years

| | | | |
|----------------|-----------------|-----------------|--------------------|
| Sue Anderson | Gwen Dickey | Linda Luttrell | Malathia Simmons |
| Anna Brown | Shelia Gray | Daythene Morris | Joyce Smith |
| Bobby Campbell | Emma Holt | Vickie Prince | Wanda Southern |
| Vonda Bradford | Augustina Lisea | Judy Reece | Mary Nell Stephens |

Twenty Years

| | |
|---------------|--------------|
| Jan Davis | Deborah King |
| Ronnie Dotson | Bobby Prince |
| Debra Gamble | Betty Tucker |
| Hazel Gass | Jill Vincent |
| Debby Hall | |

Twenty-Five Years

| | |
|----------------|----------------|
| Jean Bowling | Melissa Gulley |
| Vickie Edwards | William Steele |

Thirty Years

| | |
|---------------|----------------|
| Linda Goodman | Linda Milligan |
|---------------|----------------|

Thirty-Five

| |
|----------------|
| Sandra Stevens |
|----------------|

Forty Years

| |
|-------------------|
| Elizabeth Simmons |
|-------------------|

Retired Employees - May 29, 2009

| | | | |
|----------------|----------------|-----------------|----------------|
| Charles Acklen | Brenda Farris | Joan Loder | James Reed |
| Linda Bohannan | Peggy Green | Linda Milligan | Allene Rogers |
| Jim Brock | Johnnie Hill | Becky Painter | George Rowland |
| Sarah Clark | Annie Keller | Mary Lee Prince | Pat Warmbrod |
| Hazel Coffelt | William Knight | Judy Reece | |

It is the policy of the Franklin County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries, complaints, or completed grievance forms should be referred to the Assistant Superintendent, 215 S. College Street, Winchester, Tennessee 37398, (931) 967-0626.

Outstanding Support Employees of the Year 2008-09

Broadview Elementary School – Lisa Davis

Clark Memorial School – April Loudermilk

Cowan Elementary School – Wanda Syler

Decherd Elementary School – Melissa Gulley

Franklin County High School – Linda Carson

Huntland School – Debby Gamble

North Lake School – Patti Hill

North Middle School – David Phillips

Rock Creek School – Sue Ware

Sewanee Elementary School – Barbie Allison

South Middle School – John Feaster

Townsend Center – Sarah Smith

Food Service Employee – Tonya Dodson (Broadview School)

Food Service Manager – Graciela Bevers (North Lake School)

Maintenance Department – JW Burks

Contracted Bus Driver – Joe Wright

SPED Bus Driver – Pat Farless

SPED Bus Assistant – Tonya Ann Bennett

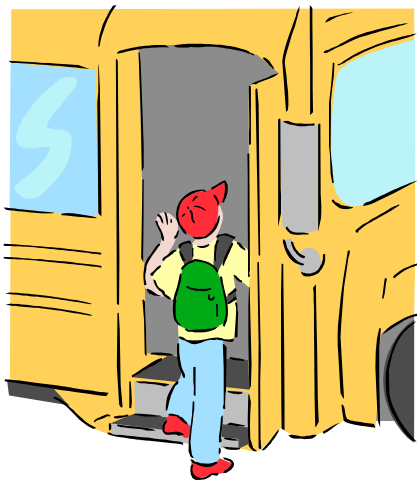
This handbook contains relevant information about the Franklin County School System, including pertinent policies of the Franklin County Board of Education in regard to personnel. Nothing in the policies is intended to create a contract of employment or to affect the employment-at-will status of employees.

Kids Are My Business

How lucky am I? At work each day
I get to help children learn and play,
and keep them safe so they will grow
into adults I'll be glad to know!

How proud am I? I guide today's youth
to strive for knowledge, goals, and truth.
I know I play an important part
in inspiring them to take learning to heart.

How grateful am I? I value so much
the smiles that I win and the lives that I touch.
I love earning the trust of each girl and boy.
Kids are my business, as well as my joy!



- Robyn Squire,
American Writer