

Employee Handbook

Dyersburg City Schools
509 LAKE ROAD, DYERSBURG, TN

Dyersburg City Schools

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Dear Employee,

The Employee Handbook has been prepared by our staff and provided for your information and future reference concerning employee responsibilities and expected performance during the school year. Please review the handbook to ensure you have a complete understanding of the laws, regulations and policies relating to your employment in the Dyersburg City School System. You may also access the Dyersburg City School Board of Education's Policies and Procedures Manual via the system website: www.dyersburgcityschools.org.

Any questions or requests for further interpretation of this handbook may be directed to the school principal and/or the Superintendent's Office. Please note that this handbook is subject to revisions, and addenda may be issued during the year. Suggestions for improvement of the handbook are welcomed and should be sent to kworley@dyersburgcityschools.org

Sincerely,

Kim Worley
Director of Schools
Dyersburg City Schools

Welcome

Welcome to Dyersburg City Schools. Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. School level rules and procedures, which are also available from the principal, may also apply in specific instances.

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District Strategic Plan and Goals

The mission of Dyersburg City Schools is to provide a safe, positive environment where all students can reach their full potential.

District Plan Goals

Dyersburg City Schools will continue to maintain or improve the percentile in terms of the number of students scoring on-track and mastered in ELA and in math.

The district will continue to improve the graduation rate and increase the percentage of students scoring at or above all four college readiness benchmark areas.

Future Changes

Although every effort will be made to update the handbook on a regular basis, Dyersburg City School District reserves the right to change this handbook and any procedures, benefits, and terms of employment without notice, except as may be required by contractual agreements and law. As a result, the online version of the handbook shall be the official version.

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Central Office Staff Areas of Responsibility

Brock, Megan	Marketing and PR; Community Career Liaison; Website: CTE, JAG, and SPED Follow-up Data, Teacher and Parent Advisory Liaison
Bowlin, Kim	Central Registration, Student Services Secretary
Click, Lenita	Federal Programs, Food Service Director, Pre-K Supervisor (Budgeting), ESP
Dishman, Chris	Social Media, Media Design, Sports Media, Jumbotron
Escue, Lisa	Homeschool, Truancy 6-12, Enrollment, Relative Caregiver Program
Estes, Darla	Central Office Receptionist, Travel, DHA contact backup, Online Bus Requests, Truancy letters
Evans, Dana	Food Service, My Benefits Channel courses, MVR, Background Checks, Worker's Compensation, K-12 Payment Center, DHA Contact, School Orders
Jackson, Jennifer	Pre-K Supervisor
Jeter, Kaitlin	Accounts Payable
Jordan, Brian	Director of Mental Health
Lamb, Joanna	System 504 Coordinator, College Street Director
Mobley, Daniel	Special Education Supervisor, Easy IEP, SPED Student Eligibility
Newbill, Seela	Director of Curriculum and Instruction, District Testing, Professional Development, Summer Learning, Accountability, Librarians, Literacy Coaches, District Plan, TISA Accountability
Nunley, Steve	Synergy, Single Sign On, Juvenile Justice Point of Contact, Attendance, Phones, Registration, DHA, Copiers
Ray, Sherry	Maintenance supplies, Custodians, Building repairs, Pest control, Approve time for custodians and maintenance
Rogers, Josh	Transportation, Safety, Homebound, Badges, Facilities, Title VI, Raptor, Health Services, Signage, DHC
Scott, Amy	Payroll and Accumulated leave for cafeteria, custodians, substitutes, Insurance, Onboarding
Smith, Tracey	CFO, Retirement
Worley, Kim	Director of Schools
Yeiter, Kim	Technology, CTE, DHA Sub, Clever district contact, School Board Secretary, Contracts, Licensure, TN Compass, Personnel, TOY

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General Terms of Employment

Equal Opportunity Employment

Dyersburg City School District is an Equal Opportunity Employer. The district does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Questions concerning District compliance with state and federal equal opportunity laws can be directed to the Personnel Director at the Central Office.

Harassment/Discrimination

Any employee who believes that he/she, or any other employee, student, or visitor to the school or District, has been subjected to harassment or discrimination shall bring the matter to the attention of his/her principal/immediate supervisor. Concerns may also be brought to the Federal Rights Coordinator per board policy. Federal Rights Coordinator may be reached at the Central Office.

Employees shall not be subject to any form of retaliation for reporting in good faith. For additional information concerning reporting and responding to alleged incidents, see [Board Policy 5.500](#).

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by calling the central office at 286-3600.

For additional information concerning Title IX and sexual harassment, see [Board Policy 6.3041](#)

Section 504 and ADA Grievance Procedures

The district is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact the 504

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Representative through the Central Office at 731 286 3600. She shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Hiring

All professional personnel are required to sign a contract with the district.

A list of all District job openings is available at the Central Office and on the district website. For more information on hiring, refer to [Board Policy 5.105](#)

Separation

For detailed information regarding separation procedures, please review the following Board Policies:

[For additional information please see Board Policy 5.200](#)

[For additional information please see Board Policy 5.201](#)

[For additional information please see Board Policy 5.202](#)

Employment of Retirees

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. For additional information please see [Board Policy 5.119](#).

Referral Fee

An existing employee is eligible to earn a \$250 referral fee when a new employee is hired. The applicant must list the employee as the "Source" on their application. If the applicant is hired, that existing employee will receive the \$250 referral fee in their paycheck.

Criminal Background Check

All employees are required to undergo a background check, which includes being fingerprinted. The cost of the investigation will be paid by Dyersburg City Schools. Background checks shall be required of these employees at least once every five (5) years after the date of hire. Employees shall also be enrolled in RAP Back.

For more information on background checks, refer to [Board Policy 5.118](#)

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Health Certification/Medical Exam

Prior to beginning employment, all employees shall present a certificate showing a satisfactory health record. Employees may be required to submit to a physical examination by a physician. A health form will be provided by the district. Costs for the examination will be covered by the district only when seen by the district approved physician. Refer to [Board Policy 5.400](#)

Working Environment

The director of schools shall present an annual assessment of facility needs to the Board. The needs assessment shall include a review of each school site, and an asbestos management plan. [Board Policy 3.208](#)

Evaluation Model

The district uses the Asbestos Hazard Emergency Response Act (AHERA) evaluation model. For questions regarding this, please contact the District Asbestos Program Coordinator.

Personnel Records

A comprehensive personnel file for each employee is maintained in the Central Office. These files contain basic personal information (e.g. name, address) and employment-related information such as copies of forms related to classroom observations. Employees may inspect their personnel files by contacting the Personnel Director at the Central Office. For more information on personnel records, refer to [Board Policy 5.114](#)

Salaries and Payroll

Compensation for all services rendered as an employee of the district shall be processed through standard payroll procedure.

Checks shall be issued according to a schedule approved annually by the Board. The salary schedule and differentiated pay plan are available on the District's website, and employees can obtain a copy through their immediate supervisor. See [Board Policy 2.802](#) for payroll procedures. See [Board Policy 5.1101](#) for differentiated pay plan.

Overtime work shall be approved in advance by the Director of Schools/designee. Hourly employees required to work in excess of forty (40) hours per week will be paid or given compensatory time at the rate of one-and-a half (1 ½) times the regular rate for all overtime hours in accordance with the Fair Labor Standards Act. See [Board Policy 5.602](#).

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Whistleblower Protections and Rights

Employees shall have whistleblower protections and rights under federal law, and the District shall adhere to and enforce all such applicable legal protections.

Employees shall not be discharged, demoted, or otherwise discriminated against for disclosing evidence of the following related to a federal contract or grant:

1. Gross mismanagement;
2. Gross waste of federal funds;
3. Abuse of authority;
4. Substantial and specific danger to public health or safety; or
5. Violation of law, rule, or regulation.

If an employee believes he/she has been subjected to retaliation, he/she may submit a complaint to the Inspector General of the federal agency that is responsible for the relevant federal contract or grant. The federal agency and the agency's Inspector General have the authority to investigate such complaints and provide the appropriate remedies.

Degree Advancement Procedures/Certification Status

Dyersburg City Schools offers pay advancement at the following intervals:

BA Degree, BA + 15 quarter hours, BA+30 hours, MA Degree, MA+15, MA+30, MA+45, EDS, Doctorate. Additional courses above the Bachelor's must be a Masters level course.

Courses must be completed by September 1 of the school year to receive a pay raise for that year. Official Transcripts must be on file at the Central Office before the end of October for the pay increase to go into effect that school year. Hours completed after September 1 will affect the salary of the employee for the following school year.

Teachers are responsible for submitting degree advancement / additional endorsement paperwork to the state. This process must be complete before the end of October. The State's issuance of notifications can take time so it is important to begin the process in a timely manner and keep copies of all correspondence.

When courses and/or Praxis are completed for a teacher certification or endorsement, and if an applicant is placed in a certified position, the passing scores must be on file in the Central Office by September 1 of the current school year to receive certification level pay for that school year. Teachers are also responsible for submitting license information to the state for approval.

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Temporary Permits and Endorsement Exemptions (Waivers)

Temporary permits allow an unlicensed individual to serve as a teacher of record while meeting the requirements to obtain their TN license. Permits are currently restricted for special education, pre-K, EOC courses, Personal Finance and elementary PE. Endorsement exemptions, or waivers, allow a licensed educator to teach more than two sections of one or more courses outside of their area of endorsement. Waivers are not allowable for special education and Personal Finance. Districts must submit to the state department documentation of a targeted recruitment strategy for a position or shortage area prior to hiring someone who requires a permit or waiver. A permit or waiver is valid on an academic year basis from July 1 to June 30. The district must then advertise and recruit again before requesting that the state department reactivates a permit or waiver for the next school year. Under current regulations, a permit may be reactivated for a maximum of three years.

Benefits and Leaves

A Benefits Resource Guide may be found on My Benefits Channel, under the Benefits Library. For further questions and information about leaves, please contact Human Resources at the central office at 286-3600.

Insurance

The Board provides group Health Insurance for all full-time employees in which a percentage of the premium will be paid by the district. See [Board Policy 3.600](#).

All HIPAA protected information that the school district creates, receives, maintains, or transmits will be treated as secure and confidential.

An employee who fails to maintain the security and confidentiality of HIPAA protected information shall be subject to disciplinary action including, but not limited to, termination and/or criminal charges depending on the nature of the violation. Any employee with knowledge of a violation shall immediately file a report with the Director of Schools.

Salary Deductions

The district provides the payroll deduction options for all Voluntary Products offered during Open Enrollment.

Other deductions may be made upon request to the Director of School / School Board.

Leave Policies

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Employees shall inform their immediate supervisor of any planned or emergency absence as soon as possible. General information regarding the types of leave available is listed below. Please note that, for many types of leave, an advanced, written request is required.

Absence from work that is not covered by an appropriate request for one of the leave options may lead to disciplinary consequences, up to and including termination of employment.

Employees on extended leave who plan to return the next school year shall notify the Director of Schools/designee in writing of their intention to return to work by the end of the school year.

Personal Leave

Full-time employees are entitled to four days of paid personal days each school year. Employees shall notify their immediate supervisor/the principal at least one (1) school day prior to the planned absence. See [Board Policy 5.303](#) for personal and professional leave. If an employee has worked ten years with the district, they may purchase an additional personal day at the current cost of a Substitute by making a request to their principal or supervisor.

Sick Leave

Full-time employees earn 8 sick days per year. Part-time employees earn one (1) day of sick leave for each month employed during the school year. The days are recorded as whole days. If the employee uses a sick day for the hours that they work per day, the employee uses a whole sick day.

Sick leave shall be defined as: illness from natural causes or accident, quarantine, or illness or death of a member of the immediate family, including spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. For additional information, see [Board Policy 5.302](#)

Sick Leave Bank

The purpose of the sick leave bank is to provide sick leave to contributors to the bank in the event of an unplanned personal illness/injury, disability, or quarantine, after their available sick leave or any other applicable paid leave has been exhausted.

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child - a minor child is a child 17 years of age or younger) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.

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SICK LEAVE BANK COMMITTEE: A Committee of Trustees in accordance with the provisions and procedures outlined below shall administer the sick leave bank. The committee will be composed of three (3) members; two (2) members of the School Board, and the Superintendent, who shall chair the committee. This committee shall be appointed with the statute.

PROVISIONS

1. Membership in the Sick Leave Bank is limited to those individuals who are full-time employees of Dyersburg City Schools.
2. Eligible employees may join the sick leave bank by donating two (2) sick leave days. The committee may assess additional day(s) as they deem advisable. Members will be advised of additional days to be assessed.
3. Sick leave banks days may be granted only for instances of disabling illness or injury to an individual employee.
4. Grant of sick leave shall not be made on account of elective surgery, maternity, illness of any member of participant's family, or during any time the member is receiving disability benefits from social security, the state retirement plan or the local retirement plans.
5. An employee shall incur five (5) unpaid work days following the exhaustion of all available paid leave before days from the sick leave bank can be considered.
6. Employees will enroll only during October of every year, and shall be enrolled without regard to pre-existing conditions of health if they are on active duty (on the job) at the time of contribution. Eligible employees must have accumulated two (2) sick days to join the sick leave bank.
7. All donations to the bank are "final" and may not be returned to the donor unless the bank is dissolved.
8. Employees shall receive benefits from the bank for their contracted period of employment. No benefits shall be paid for those days when an employee would not normally be in pay status.
9. The trustees shall prescribe the form and manner of application for use of leave from the bank. The trustees shall act either affirmatively or negatively on all applications within ten (10) calendar days of the application. (Leave grants from the bank, approved by the trustees, shall not be more than twenty (20) consecutive days for which the individual applicant would otherwise lose pay.) Applicants may submit requests for extension of such leave grants before or after their prior grants expire. The maximum number of days any participant may receive in any fiscal year (July 1 to June 30) is as follows:
 - a. Not more than twenty (20) consecutive days for which individuals would otherwise have lost pay. Applicants may submit requests for extensions of leave grants before or after their prior grants expire.
 - b. A maximum of sixty (60) days in any fiscal year
 - c. A maximum of ninety (90) days as a result of any one illness or recurring diagnosed illness or accident.

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In the event a member is physically or mentally unable to make a request to the Sick Leave Bank, a family member or agency may file the request. All records of the Sick Leave Bank shall be kept in the Central Office with sick leave records. The trustees shall inform the office of all applications they approve and the amount of additional leave granted the member. If the trustees determine it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick days from the bank. Sick leave granted a member from the bank need not be repaid by the individual except as all members are uniformly assessed.

Bereavement Leave

Employees shall be granted bereavement leave in the event of the death of a relative subject to the following conditions:

- 1) Three (3) days shall be granted for the death of a spouse, child, stepchild, parent or step parent. These days shall be the day of the funeral and the days immediately preceding and following the funeral; and
- 2) One (1) day shall be granted for the death of a brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, step grandchildren, grandparents or step grandparents.

Such leave granted under this provision shall be with pay and shall not be deducted from the employee's accumulated sick leave.

Family and Medical Leave (FMLA)

Employees are eligible for up to twelve (12) workweeks of family and medical leave each calendar year, if they: (1) have been employed by the district for twelve (12) months; (2) have worked at least 1,250 hours during the twelve (12) months; and (3) qualify for this leave based one of the reasons below:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition;
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

For additional information, refer to [Board Policy 5.305](#)

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Paid Parental Leave

Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as is reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively (unless approved by Director of Schools); however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.

Maternity/Paternity Leave

FMLA leave runs concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.

Spouses who are both eligible employees of the District are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

If you are adding your child to your health insurance with Dyersburg City Schools, please be aware the plan requires that the child be added within 30 days from the date of the child's birth.

For additional information, refer to [Board Policy 5.305](#)

Extended Disability Leave

The Director of Schools/designee may require an employee to provide verification of a medical condition that will justify the need for disability leave.

Emergency Leave

Employees shall inform their immediate supervisor as soon as practicable of the need for emergency leave. Forms documenting this type of leave shall be submitted on the day after returning to work from the emergency leave.

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For additional information, refer to [Board Policy 5.301](#)

Jury Leave

If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.

For additional information, refer to [Board Policy 5.301](#)

Military Service Leave

Military leave shall be granted in accordance with state law. Employees are responsible for notifying their immediate supervisor of the relevant dates. A copy of the orders for duty, including the dates of departure and return, shall be submitted when requesting leave.

For additional information, refer to [Board Policy 5.306](#)

Unpaid Leave

Should an employee need to take Unpaid Leave outside of FMLA leave, a request should be sent to the building principal for pre-approval that is to be obtained from both the principal and the central office. If the days without pay are foreseeable, a request shall be given 30 days prior to the event. The employee will be made aware of the approval or denial of the request. Unless prior approval is granted, all leave without pay will be considered unexcused. Leave taken without approval or under false pretenses will be subject to disciplinary consequences.

Consideration will be given if:

- a. more than ten percent (10%) of staff in any given school request to be out on the same day(s);
- b. days are requested during any prior established student examination period;
- c. days are requested on the day immediately preceding or following a holiday or vacation period.
- d. days requested are for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or
- e. days requested are for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.
- f. the employee has taken days without pay in prior years or the employee has prior attendance history.

Please note that Days Without Pay are reflected in years of service in TNCompass. (i.e. Those days may not count towards retirement.)

When Days Without Pay are taken, payroll will recalculate your salary to determine your new gross pay for the remainder of the school year. The adjusted gross pay amount will be communicated to you by HR. There will be a \$25 assessment fee for this process.

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Physical Assault Leave

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury. For additional information refer to [Board Policy 5.307](#).

Employee Conduct

Ethics

Employees shall adhere to the Teacher Code of Ethics to the extent applicable (i.e. certain provisions on teaching would not apply to custodial or maintenance staff).

The Teacher Code of Ethics requires educators to:

1. Abide by all applicable federal and state laws;
2. Not unreasonably restrain students from independent action in the pursuit of learning;
3. Provide students with professional education services in a nondiscriminatory manner aligned with accepted best practices known to the educator;
4. Respect the constitutional rights of students;
5. Not unreasonably deny students access to varying points of view;
6. Not deliberately suppress or distort subject matter relevant to student progress;
7. Make reasonable effort to protect students from conditions harmful to learning or to health and safety;
8. Make reasonable effort to protect the emotional well-being of students;
9. Not intentionally expose students to embarrassment or disparagement;

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10. Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation unfairly:
 - a. Exclude students from participation in any program;
 - b. Deny benefits to the student; or
 - c. Grant any advantage to the student;
11. Not use the educator's professional relationship with students for private advantage;
12. Not disclose information about students obtained in the course of the educator's professional service unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
13. Not knowingly make false or malicious statements about students or colleagues;
14. Ensure interactions with students take place in transparent and appropriate settings;
15. Not engage in any sexually related behavior with students (including 12 months after graduation), whether verbal, written, physical, or electronic, with or without consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
16. Not furnish alcohol or illegal or unauthorized drugs to students;
17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by students when students are under the educator's supervision on school or District premises, during school activities, or in any private setting;
18. Refrain from the use of alcohol while on school or District premises or during a school activity at which students are present; and
19. Maintain a professional approach with students at all times.

An educator who has personal knowledge of a breach by another educator of the Teacher Code of Ethics shall report the breach to the educator's immediate supervisor or the Director of Schools within thirty (30) days of discovering the breach.

Professional employees shall also familiarize themselves with the consequences of misconduct and potential impacts on licensure per State Board of Education Regulation 0520-02-03-.09.

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All employees shall also adhere to [Board Policy 5.600](#) regarding ethics.

Absenteeism/Tardiness/Substitutes

Employees shall notify their immediate supervisor when they must be tardy or absent. If a substitute is required, teachers shall leave as much information for the Substitute as possible.

Confidentiality

Employees should only have access to confidential student information for legitimate educational purposes. This includes when information is needed in order to perform:

1. Required administrative tasks;
2. A supervisory or instructional task directly related to the student's education; and
3. A service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

At times, employees may receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and personnel information confidential per federal and state law.

Employees are required to confirm with the principal/designee concerning any requests for releasing student records. Except as otherwise permitted by law, employees may only share confidential, personally identifiable student record information with the following:

1. The student;
2. The student's parent(s)/guardian(s); and
3. Other District employees with a legitimate educational interest.

For additional information, refer to [Board Policy 6.600](#)

Fundraising Activities

All school wide fundraising activities shall be approved by the Board. Requests shall be submitted through principals. Employees shall not engage in online fundraising for educational purposes on an individual basis or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

Per board policy, an employee may be authorized to raise and use funds for the following noneducational purposes if approved by the principal:

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1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, donations, or other approved sources.

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.

For additional information, refer to [Board Policy 2.601](#)

Political Activities

Employees have a right to express their views on any issue but shall, in each case, make clear that the view expressed is not the official view of the Board or District. Employees may, on their own time, campaign for or against any candidate or referendum but are prohibited from using District owned property to engage in political activity.

For additional information, refer to [Board Policy 1.806](#)

For additional information, refer to [Board Policy 5.606](#)

Drug-Free/Alcohol-Free Schools

Any employee who violates the Board's Policy 1.804 on alcohol and drugs in the workplace shall be subject to disciplinary action, including but not limited to, suspension, termination, and/or referral for prosecution.

According to Board Policy 1.804, Whenever the Director, or his/her authorized designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated this policy, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in Policy 5.403 Drug and Alcohol Testing for Employees.

According to Board Policy 5.403, an employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with board policy, and state law, where applicable.

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All employees shall report being charged with any criminal offense to their immediate supervisor within seventy-two (72) hours of the offense. The supervisor shall report the offense to the Director of Schools immediately.

For additional information, refer to [Board Policy 1.804](#)

For additional information, refer to [Board Policy 5.403](#)

Weapons

Except where expressly permitted by state law, possessing any weapon or dangerous instrument on school property is prohibited. Except for authorized law enforcement officials, carrying concealed weapons on school property is prohibited. Employees who violate this are subject to disciplinary action including termination.

Employees who know or believe that an employee is in unlawful possession of a weapon on school property shall immediately report this to the local police department and building administration.

Tobacco Products

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the District's buildings and in all vehicles that are owned, leased, or operated by the District.

For additional information, refer to [Board Policy 1.803](#)

Use of School Facilities

Activities sponsored by approved student organizations may utilize school facilities without charge subject to approval by the principal. Use of facilities by community groups is permitted in accordance with [Board Policy 3.206](#)

Use of School Property

Employees are responsible for the materials, equipment, and supplies assigned to them. In addition, employees are responsible for the reasonable preservation and protection of materials, equipment, and supplies not under their direct control. Employees shall not use any District property for personal gain.

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Responsible Use of Technology

The Board supports the right of employees to have reasonable access to various information formats and believes that it is incumbent upon employees to use this privilege in an appropriate and responsible manner. Before any employee is allowed use of the District's internet or in, the employee shall sign a written agreement 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 that agreement, even if no signed written agreement is on file.

Assaults and Threats of Violence

Employees shall report all threats (oral, written, or electronic) to their immediate supervisor. Threats will be handled in accordance with [Board Policy 5.600](#)

Child Abuse Reporting

If employees know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Department of Children's Services, local law enforcement, and the school's Child Abuse Coordinator. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.

For additional information, refer to [Board Policy 6.409](#)

Complaints/Grievances

Employment complaints and grievances shall be submitted in accordance with [Board Policy 5.501](#)

Grievances related to evaluations shall be submitted in accordance with [Board Policy 5.109](#)

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Gifts

Employees shall not accept gifts from students unless the gifts are of token value only.

Individual employees shall not give gifts to staff members who exercise administrative or supervisory jurisdiction over them.

Employees may collect money for group gifts, subject to the approval of the principal and in accordance with board policy.

Employees are prohibited from accepting things of material value from individuals, companies, or organizations doing business with the District. Exceptions to this include the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

Any donations to the District shall comply with [Board Policy 5.605](#)

Solicitations

Employees shall not use their position for personal gain by soliciting students or fellow employees.

Employees shall not be responsible for the collection of any money or the distribution of any fundraising materials within the schools unless such activity has the Director of Schools' written approval.

Employees shall not provide a list of parent(s)/guardian(s), students, or employees for solicitation or other purposes without the prior approval of the Director of Schools.

For additional information, refer to [Board Policy 5.605](#)

Outside Employment or Activities

Employees shall not perform any duties related to outside employment during regular working hours, nor will an employee use any district facilities, equipment or materials in performing outside work.

For additional information, refer to [Board Policy 5.608](#)

Cafeteria Charging Procedures

Employees shall be allowed to set up a cafeteria account and charge against it up to \$100.00. Total bills are to be paid monthly by the 10th of each month. Accounts over \$100 will be on hold until the charges are paid in full. Employees can have charging privileges revoked if the

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above guidelines are not followed. Balances not paid at the end of the school year will be deducted from the employee's paycheck, including costs related to handling. If this occurs, employees will no longer be allowed to charge meals.

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Work Related Injury

All work-related injuries or illness must be reported to your supervisor. They will complete a Worker's Comp Injury report. If you require medical treatment, your supervisor will contact your Workers' Comp representative to arrange treatment at one of the approved clinics listed below. After you make your selection, your injury report and a prescription card will be sent to the clinic in advance of your visit. If you are given a prescription, it can only be filled at Walgreens, Walmart or Kroger Pharmacy using the prescription card you are given. Do not use your private insurance.

Approved Clinics:

1. HOMETOWN URGENT CARE, 2550 Parr Ave, Dyersburg (731) 207-4083
 2. URGENT TEAM CARE CLINIC, 2395 Lake Rd, Dyersburg (731) 882-1958
 3. FAST PACE URGENT CARE, 760 West Hwy 51 Bypass, Dyersburg (731) 325-3473
- Before leaving the clinic: Be sure to ask for a Work Status Report from the nurse or physician. This report should be given to Dana Evans at the Central Office as soon as possible. You can also ask them to fax the report to: 731-287-8573.
 - IMPORTANT: If there are any restrictions listed on the Work Status Report, i.e., no lifting, etc., you must obtain permission before returning to work.

If you need medical treatment related to your injury after hours or on the weekend:

- If your injury is life-threatening and requires immediate treatment, you should go directly to the emergency room.
- If not life-threatening, go to one of the above approved facilities. It is very important that you tell the office staff that you are being seen for a work-related injury. DO NOT provide private health insurance information.
- Before leaving the clinic: Be sure to ask for a Work Status Report. This should be given to Dana Evans at the Central Office as soon as possible.
- IMPORTANT: If there are any restrictions listed on the Work Status Report, i.e., no lifting, etc., you must obtain permission before returning to work.

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School Board Members

Jim Coy Houston, School Board Chairman

Whitney Allmon

Carlos Doss

Mike Hickman

Courtney Patrick

Dr. Scott Self

Gleyn Twilla