Employee Handbook

Dyersburg City Schools
509 LAKE ROAD, DYERSBURG, TN

Dyersburg City Schools

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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.

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.
By 2025, students will read on or above grade level by the end of 3rd grade.

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. When changes are made, an email will be sent to all employees to their dyersburgcityschools email address. It is the responsibility of the employee to review these changes.

Dyersburg City Schools

Central Office Staff Areas of Responsibility

Bird, Kristen	Food Service
Brock, Megan	Marketing and PR, Community Career Liaison
Bowlin, Kim	Central Registration
Castleman, Margaret	School Board Secretary, ESSER, Superintendent's Advisory Liaison, Tutoring Timesheets, DIS TN All Corp/Dyslexia
Collins, Mindy	Insurance, Contracts, Licensure, TNCompass, Updating Personnel Info, Onboarding, My Benefits Channel
Dishman, Chris	Website & Social Media
Ellerbrook, Eric	Transportation, Foster Care, Safety, Title VI, Health Services, Homebound, Building Needs, Raptor
Escue, Lisa	Homeschool, Truancy 6-12, Enrollment
Estes, Darla	Central Office Receptionist, Travel, DHA Back-up, Online Bus Requests
Evans, Dana	Food Service, Worker's Comp., DHA Contact, K-12 Payment Center, 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, TN Pulse, SPED Student Eligibility
Newbill, Seela	Director of Curriculum and Instruction, District Testing, Professional Development, Summer Learning
Norville, Julie	Assistant Director of Schools, Personnel, Federal Projects, TOY, ESP
Nunley, Steve	Synergy, Single Sign On, Juvenile Justice Point of Contact, Attendance, Phones, Home School, DHA
Peckenpaugh, Patsy	Attendance
Pewitt, Christy	Payroll, Accumulated Leave for Teachers and Teacher Assistants
Ray, Sherry	Custodians, Maintenance Supplies, Building Repairs, Pest Control
Scott, Amy	Payroll, Accumulated Leave for Cafeteria, Custodial and Substitute Staff
Smith, Tracey	CFO, Retirement
Worley, Kim	Director of Schools
Yeiter, Kim	Technology, CTE, DHA, TITLE IX Coordinator and Investigator, Homeless, Title III, Title IA Neglected

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, individuals with disabilities, veteran status or genetic information with regard only for qualifications for the positions involved, 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

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

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

For more information on background checks, refer to Board Policy 5.118

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.

Degree Advancement Procedures/Certification Status

Dyersburg City Schools offers pay advancement at the following intervals:

BA Degree, BA+quarter hours, BA+30 hours, MA Degree, MA+15, MA+30, MA+45, EDS, Doctorate

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 for the raise to go into effect.

Official transcripts for classes completed by September 1 must be on file before the end of October for pay increases affecting 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 paperwork to the state. This process must begin before the end of October. The State's issuance of degree advancement 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, 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.

Benefits and Leaves

For information on benefits and leaves, please contact Mindy Collins at the central office at 286-3600, ext 128.

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.

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

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 certified employees are entitled to two days of paid personal days each school year. Full-time classified employees are entitled to one day of paid personal day 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 a certified employee has worked ten years with the district, they may purchase an additional personal day by making a request to their principal or supervisor.

Sick Leave

Full-time employees earn one (1) day of sick leave for each month employed during the school year. These days accumulate for an unlimited number of days.
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 a disabling illness/injury, 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 my 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.

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.

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.

Family and Medical Leave (FMLA)

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school 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

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 that thirty (30) days in advance, the employee shall give notice as soon as is reasonably possible in order to the eligible for the paid leave. This paid leave does not need to be taken consecutively; 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.

Professional Leave

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

For additional information, refer to Board Policy 5.303

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.

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

Leave for Military Family Members (FMLA)

1. Qualifying Exigency Leave - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the

spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active-duty status in the Armed Forces. Qualifying exigencies may include:

a. Issues arising from the service member's short notice deployment;
b. Military events and related activities (e.g. official ceremonies, support programs);
c. Making or updating financial and legal arrangements;
d. Attending counseling;
e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
f. Attending post-deployment activities.

2. Military Caregiver Leave - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

   A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.

   The "single twelve (12) month period" for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition

Unpaid Leave

Leave without pay may be granted upon written request to the principal. There will be a $25 per event processing fee for a request for day(s) without pay for any employee. If a request is made to be off without pay, the amount to be deducted will be determined by taking the contracted salary divided by the number of days contracted to work to get the amount paid per day. The amount paid per day will then be multiplied by the number of days requested to be

off without pay. This calculated total will be shown as a negative adjustment to the gross wages for that month. We will then apply the $25 processing fee as a separate payroll deduction.

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;

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, 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.

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:

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

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

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

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.

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 intranet, 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.

The District Technology Acceptable Use Policy is as follows:

Definitions

For purposes of this policy,

- "Technology" means all computers (desktop and laptop), mobile devices, cameras, scanners, printers, and other digital equipment and their supporting power supplies and peripherals that Dyersburg City Schools may currently own or acquire in the future,
- "Internet access" includes the Internet, World Wide Web, intranet, printers and any other stand-alone device or network or end-point on any network established or utilized by Dyersburg City Schools
- "Administrator(s)" refers to the building principal, assistant principal, Directors and/or Superintendent.

Technology, including the Internet and electronic mail, is available to all employees of Dyersburg City Schools. Our goal in providing this service to our school community is to promote educational excellence in our district by facilitating resource sharing, innovation, collaboration, and communication. To support these goals, all employees must agree to adhere by the terms and conditions stated below. These terms and conditions support the Dyersburg City School Board policies for electronic resources. Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action, and/or appropriate legal action.

Terms and Conditions / Acceptable Use

Dyersburg City Schools' technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational objectives of the district. Transmission or publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to:

a. Copyrighted material
b. Pornographic, obscene, or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)
c. Material protected by trade secret
d. Material which is threatening, promotes violence, or advocates destruction of property
e. Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another
f. Material related to political elections (State law prohibits the use of any public funds for political activities)
g. Material related to gambling, betting, or games of chance

In addition, use of Dyersburg City Schools' technology resources may not:

h. Transmit inappropriate or profane language or material likely to be offensive to others in the school community,
including sexually harassing or discriminatory material
i. Engage software without proof of proper licensing
j. Impersonate another user or transmit or publish material anonymously
k. Conduct a business or other for-profit activity
l. Incur an expense to the district unless spending authority has been granted by the appropriate administrator
m. Destroy, modify, or abuse district-owned technology or disrupt the operation of any network within the school district, or any network connected to the internet, including the use, attempted use, or possession of computer viruses
n. Create, transmit, or re-transmit chain mail
o. Fail to report any violation of the provisions contained herein to his or her supervisor

Employees will:

- Use up-to-date virus protection software on any computer on which district files are created, saved or modified, including electronic mail (provided and installed by the district)
- Check district electronic mail accounts on a regular basis
- Use conventional academic standards of proper spelling, grammar, accuracy of information and greetings in all electronic materials, including a proper signature (technology staff can assist in creating a default signature for you)

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Student Information

Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. District employees shall not transmit or electronically publish material regarding students, parents/guardians, or district employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with Dyersburg City Schools' policies.

Privacy
Electronic mail and other electronic records are subject to the Public Records law, which means that any e-mail or files sent, received, or stored on the school district's technology systems is the property of the school corporation, and could become public information (i.e., appear in a newspaper) or subpoenaed for court purposes. In addition, the school district reserves the right to inspect electronic mail if there is reasonable cause to expect wrongdoing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.

Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem, you must notify the district administrator immediately. Safeguard your passwords, and select secure passwords. Do not use another employee's account or modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to district technology.

Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, Dyersburg City Schools, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

Privilege
The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.

Social Media
Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Dyersburg City Schools strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee is strongly discouraged from including current, minor students as "friends," "followers," or any other similar terminology used by various sites without the written permission from the student's parent. If an employee maintains or participates in a Dyersburg City Schools sponsored online community that extends to persons who are parents, alumni, or other constituents, she/he must exercise good judgment about any content that is shared on the site.

For additional information, refer to Board Policy 4.406

No Warranty
Dyersburg City Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer using district technology. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. Dyersburg City Schools specifically denies any responsibility for the accuracy or quality of information obtained through our services.

All employees of Dyersburg City Schools must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of Dyersburg City School technology resources at the time of hiring. This contract will be an on-going contract until the employee has retired/resigned/terminated from Dyersburg City Schools.

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

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.

Dyersburg City Schools

DYERSBURG CITY SCHOOLS **2023 - 2024 SCHOOL YEAR CALENDAR**

July 2023

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/4 – Holiday

7/26-31 Teacher In-service

AUGUST 2023

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/1 - 1st Day of School/ Abbreviated. Day

23 school days

SEPTEMBER 2023

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

09/4 Labor Day

09/8 Fair Day
Teacher In-service

9/~~29- End~~ of 1st Quarter

42 days 1st quarter

19 school days

OCTOBER 2023

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29	30	31				

Fall Break 10/2-6

10/9 Teacher In-service

16 school days

NOVEMBER 2023

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/20-24 Thanksgiving Holidays

17 school days

DECEMBER 2023

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 15- end of 1st Semester/ Abbreviated day

12/18-12/29 Christmas Break

11 School days
44 days in 2nd quarter
86 days in 1st sem.

JANUARY 2024

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01/1 New Year Holiday

1/2 Teacher In-service

1/15- M.L. King Day

20 school days

FEBRUARY 2024

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

02/19- President's Day

20 school days

MARCH 2024

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/15 - End of 3rd quarter
51 days 3rd quarter

Spring Break
3/18-22

3/29 – Good Friday, No classes

15 school days

APRIL 2024

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

~~22- school~~ days

MAY 2024

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/23 – Abbreviated Day - End of 4th quarter
5/24 Teacher In-Service Day

5/27 Memorial Day
17 school days
43 days 4th quarter

180 Calendar School Days

86 days 1st Sem. 94 days 2nd Sem.

Approved 11/7/22

School Board Members

Jim Coy Houston, School Board Chairman
Whitney Allmon
Carlos Doss
Mike Hickman
Courtney Patrick
Dr. Scott Self
Gleyn Twilla

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.