Overton County Board of Education

Employee Handbook

"Working Together"

2026-2027 School Year

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I. Preface and Notifications

Preface

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 Material contained herein may therefore be superseded by such Board policy, administrative procedures, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time. No information in this document shall be viewed as an offer, expressed, or implied or as a guarantee of any employment of any duration. A copy of the Overton County Board of Education Policy Manual as well as the Overton County Employee Handbook are available online at http://www.oc-sd.com.

Welcome

A Message from the Director of Schools
2026–2027 School Year

Dear Overton County Schools Team,

As we begin a new school year, I am reminded of the incredible responsibility and privilege we share. Every day, families entrust us with what matters most to them—their children. Together, we have the opportunity to shape futures, inspire dreams, and make a lasting difference in the lives of our students.

The start of a new year brings excitement, optimism, and a renewed sense of purpose. It is a chance to reflect on what we do well, embrace new opportunities, and continue striving for excellence in every classroom, school, and department across our district.

This year, I encourage each of us to focus on three simple but powerful commitments:

Be Present. Build meaningful relationships with students, colleagues, and families.

Be Purposeful. Approach each decision and each interaction with our mission of student success at the center.

Be Better. Commit to continuous growth, knowing that small improvements each day lead to extraordinary results over time.

The strength of Overton County Schools has always been its people. Our teachers, support staff, administrators, and district employees work tirelessly to create environments where students feel valued, challenged, and supported. Your dedication does not go unnoticed, and I am deeply grateful for the impact you make every day.

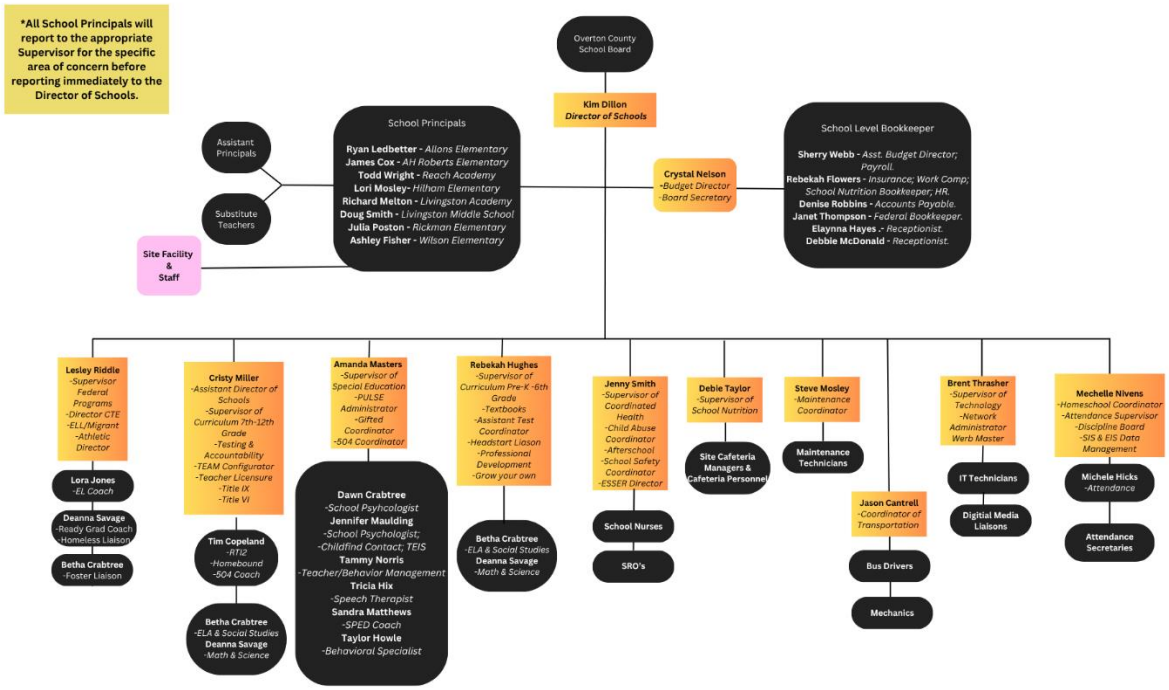
As you use this handbook throughout the year, I hope it serves as a helpful resource and guide. More importantly, I hope it reminds us that while policies and procedures are important, our greatest work is found in the relationships we build and the opportunities we provide for students.

Thank you for your commitment to our schools, our community, and the children we serve. I look forward to all we will accomplish together during the 2026–2027 school year.

With appreciation,

Kim Dillon
Director of Schools
Overton County Schools

District Organizational Chart



Equal Opportunity Employment - Non-Discrimination

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Cristy Miller has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and may be contacted at the Overton County Board of Education, 302 Zachary Street, Livingston, TN, (931) 823-1287 for additional information and/or compliance issues.

Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. School employees should adhere to these rights as follows:

1. The right to inspect and review the student's educational record within 45 days of the day the Overton County School System receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may

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

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

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Overton County School System to comply with the requirements of FERPA (Family Education Rights and Privacy Act). The name and address of the office that administers FERPA is Family Policy Compliance, U. S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

Notification of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Overton County School System, with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from their child's record. However, the Overton County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with the System procedures. The primary purpose of directory information is to allow the Overton County School System to include this type of information from a student's education record in certain school publications. Examples include:

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

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

If a parent does not want the Overton County School System to disclose directory information from their child's educational record without prior written consent, they must notify the System in writing by September 1. Forms for this purpose will be available at each school and at the Overton County Board of Education.

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Telephone listing
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Date of birth
- Dates of attendance
- Grade level

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Overton County School System has developed policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Overton County School System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Overton County School System will also directly notify, through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Overton County School System will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and an

opportunity to opt for their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW Washington D C, 20202-5920

Authority and Functions of the School Board

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

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

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

The Board will be guided by the general mandatory powers and duties of the Board as defined through statute[1] which state or imply that a local Board of Education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates. The Board functions only when in session. The Board sees these as its required functions:

1. **Policy Oversight:** [2] The Board will develop policy and employ a chief school administrator who shall carry out its policies through the development and implementation of administrative procedures. The Board will evaluate the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.
2. **Educational Planning:** [3] The Board will require reliable information from responsible sources which enable it and the staff to work toward the continuous improvement of the educational program.

3. **Provision of Financial Resources:** [4] The Board will adopt a budget to provide the necessary funding in terms of buildings, staff, materials, and equipment to enable the school system to carry out its functions.
4. **Interpretation:** The Board will keep the local community informed about the school and keep itself informed about the wishes of the public. The Board will build public support for the schools by involving the public in the planning process. The Board will provide, within the financial limitations set by the community, the best educational opportunities possible for all children. The Board shall exercise its powers through the legislation of policies for the organization and operation of the school district. The Board will delegate the administration of the schools to the director of schools.

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

Board Members

The Legislature of the state of Tennessee delegates to the Board responsibility to manage and control district schools. Board members, as elected by residents of this district are Mitch Stonecipher-Chairman, James Clouse, Ricky Dodson, Ashley Carr, Ben Danner, Michael Hayes, Shirley Myers, Alice Reed, William Abston, and Melissa Savage.

Board Meetings and Communications

Regular Board meetings are held once per month at the Board office building. These regular meetings are usually on the second Tuesday of the month. Board Meetings begin at 6:30 p.m., and work sessions immediately follow, unless designated otherwise. All regular and special Board meetings are open to the public unless otherwise provided by law. All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the director in accordance with established lines of authority as approved by the Board. All official Board communications, policies and information of staff interest will be communicated to staff through the director to local building supervisors and administrators.

Board of Education Office Hours

The Board office is open from 7:30 AM until 4:00 PM Monday through Friday.

Compliance with Board Policy

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

II. General Policies

Absences

Teachers, secretaries, teacher assistants, and custodians unable to report to work for any reason must notify their school secretary or school administration as soon as possible to ensure that appropriate substitute arrangements may be made. Whenever possible, and as appropriate, substitutes will be retained during your absence. Staff members may, at the time of the reported absence, request a particular substitute. Final decisions regarding substitute use or non-use will be made by the administration. Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the building principal.

A Substitute Form must be completed and returned to the school secretary for all staff absences. Paid and unpaid leaves are provided in accordance with the established Board Policy and state law. Bus drivers should notify the Transportation Coordinator about substitute arrangements.

Food service employees should notify their cafeteria manager.

Accident/Incident Reports

All accidents/incidents occurring on district property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building principal/supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal/supervisor and the Director of Schools within 24 hours or the next scheduled district workday, as appropriate. In the event of a work-related accident or injury resulting in hospital admission where medical treatment other than first aid is provided, the building principal will inform the director. If the hospital admission is for more than three (3) employees, the Tennessee Occupational Safety and Health Division (TOSHA) must be notified as required by law. All accidents/incidents will be promptly investigated, and corrective measures implemented as appropriate.

Admission to District Extracurricular Activities

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

Announcements

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

Breaks and Duty-Free Lunch

All support staff members who work six or more consecutive hours are entitled to a thirty (30) minute unpaid meal or rest period. Employees are expected to adhere to the schedule established by the building principal/supervisor. Deviation from the schedule requires prior approval.

All full-time assigned classroom teachers shall have a duty-free lunch period on a daily basis. During this period, the teacher will be free from all duties and responsibilities connected with the instruction and supervision of students.

Cash in District Buildings

Money collected by staff as a result of fundraisers or other school-related purposes shall be deposited in the school office every day. At no time are substantial amounts of money to be kept overnight or held during holidays or for lengthy periods of time in classrooms. Staff members should emphasize to students the importance of promptly depositing any money collected with appropriate school officials.

Communicable Disease/Bloodborne Pathogens/Infection Control Procedures

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative procedures for staff and student protection. All staff shall comply with measures adopted by the district and with all the rules set by the Tennessee Department of Health and the county health department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

HBV*/Bloodborne Pathogens Training and Immunization

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

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

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

Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and bodily fluids is known to be infectious for HIV*, HBV and/or bloodborne pathogens.
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete, and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap if necessary.
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) ** approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys, or changing tables.
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware, and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves, or mechanical devices such as a broom, brush, and dustpan. Any

such items found must be disposed of in closable, puncture-resistant, leak proof containers that are appropriately labeled or color-coded.

11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. The type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting, or bagging contaminated laundry/clothing, and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
14. If a first aid situation occurs, a student should report to a person in authority; staff should report to a supervisor.

** HIV - Human Immunodeficiency Virus*
AIDS - Acquired Immune Deficiency Syndrome
HBV - Hepatitis B Virus
*** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet, and other products with EPA numbers.*

Complaints/Grievances/Harassment

Staff Complaints

If staff members believe a district personnel policy or administrative regulation has been violated, misinterpreted, or applied inappropriately, they should first bring their concerns to their building principal or immediate supervisor for an informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative procedures.

Student/Parent Complaints

The district recognizes that complaints, regarding staff performance, discipline, grades, student progress, and homework assignments, will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the director of schools for appropriate building administrator follow-up. All staff members should familiarize themselves with Board policy and applicable provisions of administrative procedures regarding the handling of complaints.

Grievances

Addressed in Board policy 5.501.

- *Harassment/Discrimination* - Grievances should be put in writing and directed to: Director of Schools - Overton County Board of Education
- *Classified Personnel* – Informal procedures should be used whenever possible and at the level closest to the problem. When informal procedures are not adequate then formal grievances should be placed in writing and follow the procedures in Board policy 5.501.

Harassment, Sexual Harassment, Title VI, and Title IX

Harassment is strictly prohibited on district property including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability, and sex. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion. Any staff member who is subject to, or knows of, such harassment is directed to notify the Title VI/Title IX Coordinator immediately at 931-823-1287. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Tennessee Department of Labor, Civil Rights Division or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law. There will be no retaliation by the district against any person who, in good faith, reports harassment. For more information, refer to OCBOE Board policies 5.500 and 6.3041.

Conferences

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled two times each school year. Conferences should be treated as an

opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide before or after school time to meet with parents or students, as necessary.

Contracts and Compensation

Contracts for staff members will be executed for all full-time instructional employees. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and /or policies adopted by the Board which are consistent with salary schedules and salary placement provisions. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the Board office in accordance with timelines established by the district.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Criminal Records Checks/Fingerprinting

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

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

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor, which must be reported to the District Attorney General for prosecution. Additionally, all persons applying for any position requiring proximity to children shall be required to:

1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and

2. Supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation.

Employment will be offered pending the return and disposition of such checks. All offers of employment is contingent upon the results of such checks. Fees, as required by the Tennessee Bureau of Investigation in conducting such investigations of applicants, shall be paid by the applicant the first time such applicant applies for a position with the Board.

Curriculum

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students. The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their diverse learning rates and styles. Deviations from established curriculum, textbooks, and instructional materials, are not permitted without approval of the building principal and/or the appropriate supervisor of instruction. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

Discipline and Discharge

Discipline and dismissal of staff will follow relevant provisions of applicable law. The OCBOE will follow board policies 5.200, 5.201, and 5.203 when appropriate.

Drug-Free/Alcohol-Free Workplace

No staff member shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act 921 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. Each staff member must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of the district's drug-free workplace policy. The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession, or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such

action may include suspension, dismissal, and/or referral for prosecution. Within 30 days of a staff member's criminal drug or alcohol statute conviction for a violation occurring in the workplace, the district shall:

1. Take appropriate action with regard to the employee which may include discipline up to and including dismissal and/or;
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency.

E-Mail

Electronic mail capability among district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Emergency Closures

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

Emergency Procedures and Disaster Plans

In accordance with Tenn. Code Ann. 49-6-(3-15), or the SAVE Act (Schools Against Violence in Education), the Overton County School System, in cooperation with local agencies, has developed an Emergency Response Plan for the system as well as each school. Included with each plan is an Emergency Response Manual which details plans and procedures for anticipated emergency situations. Copies of the manual are available at each school and maintained in the emergency “to go” bag in each school office.

Evaluation of Staff

The district uses the TEAMs evaluation model for K-12. The CLASS evaluation model is used for Pre-K. The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines. The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline. Evaluation of all professional

staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements and guidelines issued by the Tennessee State Board of Education. For more information, contact your immediate supervisor.

Fund Raising

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted according to Board Policy 6.701.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without approval of the principal.

Guest Speakers/Controversial Speakers

Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned. Prior approval by the principal is required whenever the guest speaker and/or presentation may be reasonably considered controversial. Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue. Prior to his/her participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity, and lewd comments are prohibited;
2. Smoking is not permitted on school grounds or while speaking to or consulting with students; and
3. Sexist, racist remarks or derogation of any group or individual is prohibited.

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

Internet Use

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

Inventory

An updated inventory is kept using the Inventory Management System. Teachers are required to check all items listed on their inventory and report on the current condition. This task is to be completed yearly using the “My Inventory” app in Microsoft Teams.

Mail and Delivery Services

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. All staff are to check their mailboxes daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only.

Materials Distribution

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

Outside Employment or Activities

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment, or materials in performing outside work. For additional information, refer to OCBOE, Board Policy 5.607.

Personnel Records

Personnel records are addressed in Board policy 5.114:
The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters.
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records.
3. Employees may inspect their personnel files by contacting the payroll department at the central office. Employees shall be granted an opportunity to respond in writing to material placed in records.
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours. A record of the person inspecting and the date of inspection shall be recorded.
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of

paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

6. Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number or driver license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee.
7. The district may disclose information about a former employee's job performance to a prospective employer if the disclosure is upon the request of the prospective employer or upon the request of the former staff member, and the information is related to job performance. The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.
8. Copies of records may be made under rules determined by the director of schools.

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.

Prep Periods/Instructional Planning Time

The purpose of Instructional planning is to recognize quality and assist in the continuous strengthening and improvement in the classroom. Preparation/planning time is provided for all teachers according to state regulations. This time is allotted to be used to prepare lessons not for personal business. Each teacher must be given two½ hours of planning time per week minimum.

Purchasing Procedures

Each employee is expected to follow the guidelines described in the district's Purchasing Process. This procedure can be found on the district's website under Board – Procedures - 2.805 Procurement Process.

Research, Copyrights and Patents

Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal. Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities as part of the employee's job responsibilities remain the property of the district.

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

Resignation of Staff

A teacher shall give the Director notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) day notice requirement and permit a teacher to resign in good standing.
The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of teachers from the contract the teacher has entered into with the Board.

Any teacher on full-year leave shall notify the director by April 1 if he/she plans to return to the system for the next school year. Failure to render such notice may be considered a breach of contract. Support personnel shall give the immediate supervisor written notice of resignation at least two weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director for justifiable reason.

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 Director of School or his/her designee. He/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. For more information, refer to OCBOE, Board Policy 1.802.

Special Interest Materials

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

Staff Development

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior approval from the principal and then submission to the Director for final approval. Forms are available in the office. Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

Staff Involvement in Community Activities

The district encourages all staff to participate in community activities that have the improvement of the general welfare of the community, state, and nation as their objectives.

Staff Involvement in Decision Making

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and budget and facility planning. Contact the principal or the Director of Schools to give input on any matter of concern involving the school system.

Staff/Parent Relations

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent. A non-custodial parent may receive and inspect the school records pertaining to their student and consult with teachers concerning their student's welfare and education. Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibility. Such information will be kept on file in the school office and provided to staff as appropriate. Staff members with questions regarding custodial and/or non-custodial parent rights with respect to a particular student should contact the school office.

Technology Resources

The district's computer systems and networks are any configuration of hardware and software. The systems and networks include all the computer hardware, operating system software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and recent technologies as they become available.

The district reserves the right to monitor all technological resource activity. The district's technology resources will be used only for learning, teaching, and administrative purposes consistent with the district's mission and its goals. Commercial use of the district's system is strictly prohibited. All employees must follow the terms and conditions of the **District's Acceptable Use / Procedures for Internet Access and Technology** agreement.

Artificial Intelligence

The use of artificial Intelligence (A.I.) is permitted for instructional use, however the use of A. I. must align with the district's acceptable use policy for A. I. Guidance can be found on the district website as well as a list of approved A. I. resources. (www.oc-sd.com)

Telephones

Telephones are available throughout the system for use by employees conducting school business.

Teachers: Teachers may only use cell phones or other similar personal devices for work-related purposes. Cell phone use should be minimal or only for direct communication to administration while supervising children. Teachers may use these devices during planning time, lunchtime, or other times that students are not present.

Staff: Administrative staff, countywide staff, and maintenance staff may use cell phones for work-related purposes.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited on all school grounds, provided that after regular school hours, adults are allowed to smoke on the property surrounding the institution but not blocking any entrance to any building. The property shall not include any public seating areas, including, but not limited to, bleachers used for sporting events, or public restrooms.

Legal References:
1. TCA 39-17-1604(10)

Use of Private Vehicles for District Business

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible and should schedule activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. The principal or Director must approve reimbursement for mileage accumulated on private vehicles used for district business in advance.

Use of School Facilities/Property

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 Procedure 3.206 Facility Use Overton County.

Vacancies

Notice of vacancies will be posted at www.oc-sd.com, emailed to each school, and posted at the Board Central Office.

Volunteers

The district encourages the constructive participation of groups and individuals in the schools to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner that ensures maximum contribution to the welfare and educational growth of students. Staff members interested in securing the services of a volunteer or with names of individuals expressing
If you are interested in volunteering, you should contact the school office. The use of volunteers requires prior approval from the principal or Director of Schools

Wage and Hour Policies

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

Normal Workday: Teachers - 7:30 AM until 3:00 PM with usual assignments, meetings, etc. as are necessary and considered a part of the duties of teachers. Teachers are exempt from FLSA overtime policies. Teacher Assistants - Starting and ending times may vary. The length of the workday is seven (7) working hours. Secretaries – Starting and ending times may vary. The length of the workday is eight (8) working hours. Custodians and Maintenance personnel – Starting and ending times may vary according to assignments. The length of the day is eight (8) work hours.

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

Time Sheets: Time sheets shall be kept on each employee by the immediate supervisor or the principal as appropriate. These shall be turned in to the Director's office at the end of each month and filed there.

Fair Labor Standards Act: The Director will set regular working hours for all support staff. Support staff should not work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the Director. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy and administrative regulations. Administrators, directors, and/or supervisors shall give written notice to non-exempt employees, as defined by the Fair Labor Standards Act, according to the Board's following expectations:

1. What constitutes normal working hours;
2. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
3. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
4. That a written corrective statement is given to employees not complying with established procedures.

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

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.

Whistleblower Protection 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.

Workday Checkouts

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

Workers' Compensation and Claims Reporting

All Workers' Compensation claims should be reported immediately to school level administration since benefits to an injured worker must begin within 20 days from the time the employer is notified of injury. Delays in reporting can result in fines of up to 20% of the benefits due. All claims should be reported to the Board Central Office.

III. Benefits and Leave Information

Holidays

* These days are not considered paid holidays for hourly employees
Employees of the Board will observe the following holidays:

New Years' Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving (2 days)
Christmas Eve
Christmas Day
Day after Christmas

Insurance

The Board makes available health, dental, vision, life, and various other elective insurance policies for all employees.
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.

Medical Benefits

The Workers' Compensation Act allows the employer to pre-designate at least three physicians not associated in practice to treat the employee. Employees should have a list of medical facilities in the community, but should an employee need assistance with the physician selection process, they may contact the TNRMT Workers' Compensation Department at 1-888-743-4336. If the injured worker feels medical treatment is necessary, the worker must be given a copy of form C42 listing the designated physicians, and, except in cases of emergency, the worker should sign the form. A copy of the signed form should be forwarded to the Board Central Office. If the requirements are not followed, it is possible that the medical charges will not be paid under Workers' Compensation.

Income Benefits

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

Communications

Even though an adjuster will contact the injured employee on a frequent basis to ascertain medical progress, etc., it has been found to be extremely beneficial for a representative of the employer to maintain periodic contact with the employee as well. However, the employee should call TNRMT if there is any concern about the status of the claim.

Vacation Days

The time of vacation is built into the school calendar. One vacation day is earned for each 20 days of employment. Overton County teachers utilize these 10 days during Christmas Break. Non-certified employees who work twelve (12) months earn thirteen (13) vacation days. For more information, refer to OCBOE, Board Policy 5.310.

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. For additional information, refer to OCBOE, Board Policies 5.300, 5.301, 5.302, 5.3021, 5.303, 5.304, 5.305, 5.306, 5.307, 5.308, and 5.309.

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 April 1.

Family and Medical Leave Act (FMLA) Policy 5.305

Eligibility

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

General Principles

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child, the care of a child, spouse, or parent who has a serious health condition or for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.) Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave.
3. A physician's statement may be required by the director of schools when determining the period of actual physical disability.
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

Qualifying Exigencies

Qualifying exigencies include:
Issues arising from a covered service member's short notice deployment (i.e., less days of notice) for a period of seven days from the date of notification.
Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active-duty status of a covered service member.
Making or updating financial and legal arrangements to address a covered service member's absence;
Attending counseling provided by someone other than a health care provider for oneself, the covered service member, or the child of the covered service member, the need for which arises from the active duty or call to active-duty status of the covered service member.
Taking up to 15 days of leave to spend time with a covered service member who is on short-term temporary, rest and recuperation leave during deployment;
Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered service member's active-duty status, and addressing issues arising from the death of a covered service member.
Any other event that the employee and employer agree is a qualifying exigency.

Military Leave

Military Service and Caregiver 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 more information regarding Military Leave, refer to OCBOE, Board Policy 5.305 and 5.306.

Military Caregiver 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.

RESTRICTIONS

1. For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
2. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
a. the date on which the serious health condition commenced;
b. the probable duration of the condition;
c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.
4. Once it has been established that the leave requested qualifies for FMLA, the director of schools/designee shall notify the employee within five (5) business days (absent extenuating circumstances) that —
Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or worker's compensation) shall run concurrently with FMLA leave.
The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.
5. Intermittent Leave - When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.
6. Period Near the End of an Academic Term *(Professional employees)* - If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.
7. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member or covered veteran with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Short Term Leave of Absence

Certified Sick Leave

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, 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.

A signed statement listing the cause of 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 for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the director of schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.
Permanent, cumulative sick leave records for each active professional employee shall be kept in the director of schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.
Sick leave for maternity purposes may be taken during the period of physical disability only.

Certified Personal and Professional Leave

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.
Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission. Notice for personal/professional leave shall be given at the earliest possible date

on forms provided at each school office. The notice of intent to take personal/professional leave shall be approved by the building principal/immediate supervisor subject to the provisions of T.C.A (Tennessee Code Annotated). In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.
Certified employees shall earn state personal and/or professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Certified employees shall earn county personal and/or professional leave at the rate of one day for each half-year employed for a total of two (2) days per year for the school year. County days will not roll over and will be lost at year end if not used.

Court Appearances

If an employee appears in court because of a personal interest, whether as a plaintiff, defendant, or witness or voluntarily appears on behalf of family or friends, or when an employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted.

Educational/Sabbatical Leave

Regular employees or teachers shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of at least eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the school system per OCBOE Board Policy 5.308.

Emergency Leave

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

Jury Duty

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

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. For more information, refer to OCBOE 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 and who meet the following requirements:

1. Possess a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106, required for the position the employee holds;
2. Have been employed with the district full time for at least twelve (12) consecutive months in a position for which the employee is required by law to hold the license or an emergency credential referenced above at the time of the qualifying event; and
3. Have held a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime employment.

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 reasonably possible in order to be eligible for the paid leave. This paid leave shall be either: (1) taken consecutively, except in extenuating circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid leave shall be used within twelve (12) months of the qualifying event and shall run concurrently with FMLA leave.

Physical Assault Leave

Physical assault leave shall be granted to employees who are 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 employee's employment duties. Employees utilizing this type of leave shall receive his/her full salary and full benefits until released by his/her physician to return to work or his/her physician determines the employee is permanently unable to return to work. If the employee receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the employee'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 more information, refer to OCBOE, Board Policy 5.307.

Support Personnel Leave

Support personnel, excluding bus drivers, shall earn a total of ten (10) county sick and/or personal days per school year. These days shall be earned based on total number of actual days worked. Any days remaining at year end shall be classified as follows: Five (5) days or fewer shall be classified sick for the purpose of rolling forward cumulatively and at the time of employee's retirement may be counted as service credit with TN Consolidated Retirement System. Any additional remaining days shall be classified personal and paid out at employee daily rate upon year end.

Bus drivers will receive (5) sick days per school year. Any existing days at year end shall be classified sick for the purpose of rolling forward cumulatively and at the time of employee's retirement may be counted as service credit with TN Consolidated Retirement System if applicable.

12-month support personnel shall receive (1) sick day per month employee works.

Long-term Leaves of Absence

Long-term leaves shall consist of leaves for military service, legislative service, maternity, adoption, recuperation of health, educational improvements, or other sufficient reasons without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing and be approved by the Director. All long-term leave shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to any restrictions by the insurance carrier. Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same portion of their insurance premiums paid by the Board as is paid for active employees. This leave is limited to twelve (12) weeks during each fiscal year and is subject to the restrictions and conditions of the Family and Medical Leave Act.

IV. Employee Responsibilities

Care and Use of District Property

All staff members are expected to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal or the appropriate administrator. All employees must sign and abide by the Overton County's Acceptable Use Policy.

Child Abuse Reporting

ANY person who knows or has reasonable belief that any child under 18 years of age has suffered abuse or neglect, **MUST** immediately report it to the Child Abuse Coordinator, who will assist in notifying law enforcement and the Department of Children's Services. If the alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the department of children's services and law enforcement **prior** to notifying the school child abuse coordinator.

For the purpose of this section, abuse includes:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm; and
5. Sexual abuse and sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal. Tennessee law provides that a staff member, who, based on reasonable grounds, participates in the good faith making of a child abuse report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

TN Child Abuse Hotline: 1-877-237-0004 **OR** for K-12 hotline 1-855-209-4226
Reporting Non-Emergency reports: apps.tn.gov/carat

Relevant Tennessee Law - AN ACT to amend Tennessee Code Annotated, Title 10; Title 37 and Title 49, relative to notification of child abuse and child sexual abuse is reproduced below:

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

T.C.A. § 49-6-1601 Procedures to follow if knowledge or reasonable cause to suspect child abuse—Completion of child abuse training program — Child abuse coordinator.

(a) Notwithstanding § 37-5-107 or § 37-1-612, if a school teacher, school official, or other school personnel has knowledge or reasonable cause to suspect that a child who attends the school may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to § 37-1-403 or § 37-1- 605, then the school teacher, school official, or other school personnel must follow the procedures outlined in subsection (d).

(b) Each LEA and each public charter school shall ensure that all school officials and employees working directly with students of the respective LEA or public charter school annually complete the child abuse training program required in § 37-1-408.

(c) Each LEA and each public charter school shall designate a child abuse coordinator and an alternate child abuse coordinator for each school within the LEA or public charter school. The designation of an alternative child abuse coordinator is not required when only one (1) adult is employed by or responsible for the care of children at a school. The child abuse coordinator and the alternate child abuse coordinator must:

(1) have access to an area providing privacy and access to a telephone for reporting suspected child abuse and child sexual abuse;
(2) receive training in regard to:
(A) mandatory reporting;
(B) multidisciplinary protocols;
(C) advocacy centers;
(D) the importance of limited interviews; and
(E) signs, symptoms, or suspicions of child abuse;
(3) be available for school personnel to share information about suspected child abuse and child sexual abuse;
(4) assist school personnel in reporting suspected child abuse and child sexual abuse to law enforcement and to the department of children's services;
(5) serve as a liaison between the school, the department of children's services, and law enforcement in child abuse and child sexual abuse investigations;
(6) assist law enforcement and department of children's services personnel by sharing available information regarding suspected child abuse and child sexual abuse, and by providing a private area within the school for law enforcement and department personnel to meet with the child and the reporting school personnel as a group or individually if required; and
(7) maintain confidential files in accordance with §§ 37-5-107 and 37-1-612 regarding all reported suspicions of child abuse and child sexual abuse.

(d)

(1)

(A) If a child voluntarily discloses information about possible abuse to a school teacher, school official, or other school personnel, then the child must be provided a quiet and private place to speak and the person receiving the information must listen openly and speak at the child's level in a positive, non-judgmental tone.
(B) The person receiving the information from the child must:
(i) allow the child to say what happened in the child's own words;
(ii) avoid conducting an investigation by asking the child detailed questions;
(iii) make every effort to write down the child's exact words;
(iv) refrain from making any statements to the child about the alleged abuse, the alleged abuser, or the consequences of the child reporting the alleged abuse; and
(v) immediately notify the school child abuse coordinator and report the information to the department of children's services and law enforcement; provided, however, when the alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the department of children's services and law enforcement prior to notifying the school child abuse coordinator. This subdivision (d)(1)(B)(v) does not relieve a school

teacher, school official, or other school personnel from the duty to report alleged abuse under federal law.

(2) School teachers, school officials, and other school personnel should be observant of any bruising, injury, markings, or other unusual behavior that may be the result of child abuse or neglect and immediately report any suspicions to the school's child abuse coordinator. Photographs of any bruising, injury, or markings must not be taken by any school child abuse coordinator, teacher, official, or other school personnel. Upon receiving a report of suspicion of child abuse or child sexual abuse, the child abuse coordinator must, along with the reporting school personnel who obtained the information from the child, report any suspected child abuse or child sexual abuse to law enforcement and the department of children's services.

(3) If a third party informs a school teacher, school official, or other school personnel of a reasonable suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then the school teacher, school official, or other school personnel must:

(A) encourage the third party to report the suspicion to the department of children's services and law enforcement;

(B) notify the school's child abuse coordinator; and

(C) report all information received from the third party to the department of children's services and law enforcement.

(4) School teachers, school officials, and other school personnel must maintain confidentiality of all information regarding any child abuse or child sexual abuse report made pursuant to this section and all information regarding the suspected child abuse or child sexual abuse must be maintained by the school child abuse coordinator in a confidential file separate from the child's educational file.

(5) School child abuse coordinators, school teachers, school officials, and other school personnel shall not provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent or guardian, and must refer any questions from the child's parent or guardian to the investigating law enforcement agency and the department of children's services.

(e) For purposes of this section, "school" means any public or privately operated childcare agency, as defined in § 71-3-501; childcare program, as defined in § 49-1-1102; preschool; nursery school; kindergarten; elementary school; or secondary school.

(f) Each LEA and public charter school shall publish the requirements of this section in the LEA's and public charter school's policies and procedures manual.

(g) At the beginning of each school year, each LEA and public charter school shall submit the contact information of the LEA's or public charter school's child abuse coordinator and alternative child abuse coordinator to the department of children's services

T.C.A. § 37-1-408. Development of guidelines for identifying and reporting signs of child abuse, child sexual abuse, and human trafficking of children — Annual child abuse training program for teachers.

(a)

(1) By January 1, 2019, the department of children's services shall develop guidelines on the best practices for identifying and reporting signs of child abuse, child sexual abuse, and human trafficking in which the victim is a child. The department of education shall use the guidelines to identify child abuse training programs appropriate for teachers. The programs identified by the department of education must train teachers on the common signs of child abuse, child sexual abuse, and human trafficking in which the victim is a child; how to identify children at risk of abuse, sexual abuse, or human trafficking; maintenance of professional and appropriate relationships with students; and the requirements for reporting suspected child abuse and sexual misconduct.

(2) The department of children's services shall publish the guidelines as provided in this subsection on the department's website.

(b) Each LEA and each public charter school shall ensure that employees working directly with students of the respective LEA or public charter school complete a child abuse training program identified by the department of education pursuant to subsection (a), or a training program that meets the guidelines established by the department of children's services pursuant to subsection (a), as part of the employee's annual in-service training. Each LEA and each public charter school shall annually report its compliance with this section to the Department of Education.

Classroom Security

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to adjust heat/air conditioning, turn out the lights and secure all doors. Windows should also be secured at the day's end. All staff members are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident, or vandalism.

Identity Badges, Keys, and Keys Fobs

ID Badges, keys, and keys fobs are issued to staff by the school principal. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff members are expected to follow the following key control procedures:

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

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare lesson plans on a weekly basis. Teachers may be required to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the principal. Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district approved course of study.

An up-to-date sub folder or binder with seating chart, class rosters, class schedules and information identifying any classroom student aides or other special student needs should be included in all classrooms. General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent review. State curriculum frameworks should always be kept available by the teacher.

License Requirements

Teachers offered employment in the district must have a teaching license in TNCompass. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, emails, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the school principal. Staff members are expected to schedule their time so as not to conflict with these meetings.

Retirement

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably in February, to indicate their plans for the following year.

Staff Conduct

All staff members are expected to conduct themselves at all times in a manner that conforms to Board policy and administrative procedures. Additionally, all licensed staff are expected to adhere to the *Tennessee Education Association Code of Ethics of the Education Profession*. The Code of Ethics is reproduced below:

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme

importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The *Code of Ethics of the Education Profession* indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I - Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation unfairly;
    a. Exclude any student from participation in any program.
    b. Deny benefits to any student.
    c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II - Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator -

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his or her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or another relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
9. Use illegal or unauthorized drugs.

In fulfillment of this obligation to the student, an educator -

1. Shall administer state-mandated assessments fairly and ethically; and
2. Shall conduct themselves in a manner that preserves the dignity and integrity of the education profession.

Staff Dress and Grooming

The Board recognizes that different job responsibilities may require distinct types of dress. All employees are expected to dress and groom in a clean, neat, and modest manner appropriate for their assignments, and in accordance with an additional standard established by each building level principal. For sanitary, health, and safety reasons, employee and student piercings should be limited to the ears.

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

Staff Health and Safety

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials. Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building as necessary and readily available to any staff member who must handle such materials or who may have been exposed to such products.

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;

2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
    a) An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
    b) An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
    c) An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
    d) Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
    e) Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
    f) Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
    g) Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object should be placed in any area where its presence will

necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;

12. Any materials that might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Staff/Student Relations

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is his/her due. Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

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

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

Supervision of Students

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students unless otherwise assigned. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the school office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons. Parents or authorized persons must have the correct documentation and have provided notification to school administration.

Assaults and Threats of Violence

Employees shall report all threats (oral, written, gestured, or electronic) to their immediate supervisor.
Teachers and School Staff: Immediately report to the school principal.
Principals – for serious threats, immediately report to Director of Schools and local law enforcement. Determine if the Behavior Threat Assessment team is needed. Mass threats of violence – immediately report to the Director of Schools, Law Enforcement, and activate the Behavior Threat Assessment team. TCA 49-6-4301.
Threats will be managed in accordance with OCBOE Board policy 5.307.

Behavior Threat Assessment Team

In accordance with TCA 49-6-2701 and board policy 3.204 – (a) teams are comprised of administrators, law enforcement, and other pertinent personnel (b) have completed training in threat assessment and intervention strategies (c) will assess threat credibility, document findings, develop intervention and strategies with follow- ups involving parents, mental health professionals and law enforcement as appropriate, (d) make referrals. OCS provides anonymous reporting systems through the SafeTN app and See Something/Say Something app.

Tutoring

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

V. Student Operational Procedures

Administering Medicine to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. The procedures for using these medicines are outlined in Board policy 6.405. All medication will be kept in locked storage in the school office unless a student must carry the medication on during the school day. Generally, medication for students in grades K-12 will be administered by the school nurse or designated staff.

Each time medication is administered a record noting date, time, amount, and name of the staff member administering the medication must be made. In the event a student must carry an inhaler on his/her person during the school day, a statement signed by the physician and the parent must be provided to the office authorizing such use. Teachers are expected to assist students scheduled for medication. If the student refuses to take medication, teachers, or the person in charge of administering medication shall notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

Assignment of Students to Classes

The assignment of students and classes to teachers is the responsibility of the school principal. Parents have the right to discuss student class assignments with the counselor and principal. Any request to change a student's assignment to a particular class by a student, parent, or teacher should be referred to the principal.

Class Interruptions

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

Communicable Diseases/Students with HIV, HBV, or AIDS*

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in the Minimum Rules and Regulations of the Tennessee State Board of Education and rules of the Overton County Health Department. Services generally will not be provided to excluded students unless otherwise required by law. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school; the district will inform the appropriate staff member to protect against the risk of exposure.

Students infected with HIV shall not be denied enrollment in school. If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be under the direct supervision of the Director of Schools. No information concerning an HIV-infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. Staff members will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team with the written consent of the parent/guardian.

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

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

Contests for Students

The district cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable workload on staff. All such contests must be consistent with the purposes and educational aims of the district. Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participant's work.

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

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

Corporal Punishment

Principals, assistant principals, and teachers may use corporal punishment in a reasonable manner to correct any student for good cause in order to maintain discipline and order within the school system. Teachers are required to contact parents prior to administering corporal punishment each time. All uses of corporal punishment shall comply with Board policy 6.314.

Drug and Alcohol Prevention, Health Education

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

Trained supervisors have the responsibility to observe and document the cause of reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

Given the extensive use and the formal and informal promotion of alcohol, tobacco, and drug use in society, the school has an obligation to provide drug education that emphasizes prevention, describes intervention and referral procedures, and outlines consequences. An age-appropriate alcohol/drug prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For more information, refer to OCBOE Board Policies 5.403 and 6.307.

Feature Films and Videos

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

Field Trips

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

Fundraising Activities

All schoolwide 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.

The principal shall obtain written approval from the Director of Schools/designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, shall have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:

a. A list of the proposed fundraising activities;
b. Purpose of the fundraising activity;
c. Proposed uses of funds raised;
d. Expected student involvement in fundraising activity (school-wide, individual class, or club); and
e. Margin of profit and how it is to be paid to the school.

For more information regarding fundraising activities, refer to OCBOE Board Policy 2.601.

Grades

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communication with parents is essential. Teachers should use a variety of communication devices including email, telephone and personal Conferences, as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

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

Homework

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Make-Up Work

A student who has an absence from class shall be required to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence. The student will have three (3) school days to turn in his/her make-up work. A student suspended from school shall be required to make up all the work missed while under suspension, subject to conditions prescribed by the school principal. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the school principal.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district, upon the written request of the parent. Parents may request that a student not be required to read a book, use certain materials, or participate in an activity that the parent finds objectionable. An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors, and other district staff in the development of such alternative learning activities as needed.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff. Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death.

Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, administering Narcan, Automated External Defibrillator (AED), and cardiopulmonary resuscitation (CPR). In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to

any student requiring it to sustain life until relieved by paramedics or other appropriate medical personnel.

Student Activity Funds

All monies raised or collected by and/or school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the principal and the group or club sponsor. All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff sponsor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

Student Conduct

All teachers are expected to review the student conduct rules contained in the Student Handbook and/or Student Code of Behavior and Discipline with their students during the first week of the school year. Teachers may also develop student conduct rules unique to individual classrooms. All such rules must be consistent with District policy and local building administrative procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents. Classroom rules and consequences are to be submitted to the building principal for review and approval.

Student Discipline

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

Student Dismissal Precautions

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

Student - Parent Handbook

A student handbook is issued to all students at the beginning of each new school year and when new students move into the district at other times of the year. All staff are expected to familiarize themselves with general information, administrative rules and procedures pertaining to students as set forth in the student handbook and in Board policy. Teachers are expected to review the handbook with students during the days/times designated by the building principal.

Student Performances

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals. All performances involving students must be approved by the school principal and should be scheduled to minimize conflict with other scheduled activities or classes within the school. The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

Student Withdrawal from School

Upon notification by the office of a student's withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date. Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property including replacement costs, if known. In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

Visitors

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

VI. Special Programs and Services

Assessment Programs

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

English as a Second Language Education

Students whose primary languages are languages other than English are provided appropriate assistance through the district's English Language Learner Program (ELL) until they can use English in a manner that allows effective, relevant participation in regular classroom instruction. Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal, or signed communication in a language they can understand.

Breakfast and Lunch Programs

Overton County Schools qualify for CEP (Community Eligibility Provision). Under this provision, all students receive one free breakfast and/or one free lunch daily. Any meals and/or a la carte

items must be paid for at time of service. There is no charging for extra meals and/or a la carte items. Prices for extra meals or visitor meals are as follows:
All students' breakfast: Full pay $ $2.00; Reduced pay $0.30
Elementary Student Lunch: Full pay $ $3.25; Reduced pay $0.40
High School Student Lunch: Full pay $ $3.50; Reduced pay $0.40
Teachers Breakfast: $2.50 Lunch: $4.75
Visiting Adult Meals: Breakfast $ $3.50; Lunch $ $5.50
Special Events (Thanksgiving, Christmas, etc.) $8.00
A la carte items vary in price.

Counseling and Guidance Programs

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students. Counselors may provide such services as academic counseling for students and parents, including assistance and information in the area of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community, and state-wide resources for students with academic, personal/social, or other needs.

Counselors are also available to assist students with academic, social, and personal problems and define and arrive at positive solutions through a variety of conference settings. Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments. Teachers may refer a student to a counselor by contacting the counselor directly or contacting the principal. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the office.

Counselors and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the telephone. Confidentiality is not to be abridged except:

1. Where there is clear and present danger to the student or others;
2. To consult with other professional people when this is in the student's interest; or
3. When the student waives this privilege in writing.

Health Services Programs

The district has an established health services program which provides:

1. Pertinent health information on students, as required by Tennessee statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The district's school nurses are available as resources to teachers in securing appropriate information and materials on health-related topics.

Homebound Instruction

Homebound instruction may be provided to any student whose health or impairment causes him/her to be absent from school for a minimum of ten (10) consecutive days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction. The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students, and parents to provide such assignments or homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school. The homebound teacher shall be responsible for assigning grades during the time the student is homebound.

Library/Media Support Services

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, video tapes, and other instructional media materials maintained by the district. Additional supplemental materials may also be available through the local education service district and/or state library system.

A professional collection of books and current periodicals is also available for staff use in the library. Materials may be checked out through library staff. Teachers may schedule with staff to bring entire classes to the library for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

Multicultural Education

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society. The development of community partnerships and curriculum which use every opportunity to present the many ethnic, racial, and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program. Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

Pregnant/Parenting Student Programs

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities unless physically unable. Teachers are expected to work cooperatively with counselors, parents, and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly provided school program.

Psychological Testing Services

Psychological tests, excluding intelligence tests, may be administered to a student only by licensed psychologists employed for this purpose or by interns under their supervision. Psychological evaluations may be made only with the informed and written consent of parents. All student records, including psychological records of students, are confidential. Written parental consent is required prior to the release of any such data.

Section 504 Services

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

Special Education Services

Students ages 3 through 21 living in the district that have been evaluated and found eligible for services or programs for Students with Disabilities are served by the district's Special Education Department. The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Educational Program (IEP).

Students with Disabilities are to be educated with students without disabilities to the maximum extent possible. Special placements or separate schooling are provided only when the nature of the disability is such that education in the regular classroom with the use of supplementary aids and services cannot be achieved satisfactorily or affects the health or safety of the student or others. Placements are made by the child's IEP team, which consists of special education staff, the student's teacher, or if the student does not have a regular teacher, a teacher qualified to teach a student the same age, the student's parents, the student when appropriate and other individuals at the discretion of the parent or district.

Teachers with questions regarding the referral and placement process should contact the Special Education Supervisor at 823-1287 or a special education staff member. All teachers are expected to work cooperatively with special education staff to accommodate students' needs, modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

Title I Program

All elementary schools, Livingston Middle School, and Livingston Academy have been identified as school-wide Title I schools. All students in these schools are eligible to participate in instruction and activities funded with Title I money. Under ESEA, Title I is the largest federal program. One of the goals of the Title I program is to improve student academic achievement in areas of high poverty. Overton County receives substantial funds for the implementation of the Title I program. To ensure the academic success of all students, efforts are made to coordinate and integrate Title I services with other services for identified EL and migrant students, children with disabilities, homeless children, and immigrant children. Teachers with questions regarding Federal Programs should contact Lesley Riddle at 931-823-1287.

Voluntary Pre-Kindergarten

The Voluntary Pre-Kindergarten is accessible to children who will be four years old by August 15 of each year, with an emphasis on at risk students. The Overton County School System operates five Voluntary Pre-kindergarten classrooms.

Overton County School Calendar 2026-2027

Wed-Mon	July 29-Aug 3	In-service Days
Tuesday	August 4	Countywide In-service Day
Wednesday	August 5	Registration Day for New and Transfer Students
Thursday	August 6	Teacher Workday /No Students (Discretionary Day 1)
Friday	August 7	Students first full day of school
Monday	September 7	Labor Day – No School (Discretionary Day 2)
Mon-Fri	October 12-16	FALL BREAK
Tuesday	November 3	Election Day (Discretionary Day 3)
Wednesday	November 11	Veteran's Day - No School
Wednesday	November 25	No School
Thursday	November 26-27	Thanksgiving Break
Friday	December 18	Abbreviated Day
Mon-Fri	Dec 21- Jan 1	Christmas Break
Monday	January 4	Mandated Teacher In-service /No Students
Tuesday	January 5	Students return
Monday	January 18	Martin Luther King Jr. Holiday - No School
Monday	February 15	Presidents' Day - No School (Discretionary Day 4)
Mon-Fri	March15-19	Spring Break
Fri-Mon	March 26-29	Easter Holiday - No School
Wednesday	May 26	Last Full Day
Thursday	May 27	Abbreviated Day

Tenn. Code Ann. 49-6-3004(a) requires each LEA to maintain a term of no less than 200 days, comprised of the following:

1) 180 days for classroom instruction
2) 10 days for vacation with pay for a 200-day term
3) A minimum of five days (5) days for in-service education
4) One day for teacher-parent conferences (Two (2) Half Days)

5) Four other days as designated by the local board of education upon recommendation of the director of schools.

Overton County Schools
2026-2027 Assessment Calendar
ACT/SAT CALENDAR

SENIOR RETAKE	**Grade 12**	**First Window**	**Oct. 7, 2026**
JUNIOR ASVAB	**Grade 11**		**Oct. 2, 2026**
JUNIOR TEST	**Grade 11**	**First Window**	**March 10, 2027**
PSAT	**Grade 10-11**		**Oct. 22, 2026**

TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM
(TCAP) CALENDAR

ASSESSMENT NAME	GRADE	ADMINISTRATION	ADMINISTRATION WINDOW
TCAP End-of-Course (EOC)	GRADE 9-12	Fall EOC	Nov. 30-Dec. 17, 2026
TCAP Achievement (ACH) Grades 3–8 EOC Writing	GRADE 3-8/9-10	Spring	April 7–14, 2027
TCAP ACH 3–8 & EOC	GRADE 3-8/9-11	Spring	April 19–May 6, 2027
TCAP-Alternate Science & Social Studies (Alt) Grades 3–8 and EOC	GRADES 3-8 EOC	Spring	March 15–April 30, 2027
TCAP-Alt ELA & Math	GRADE 2	Fall	September 14–December 18, 2026
TCAP-Alt ELA & Math	GRADES 3-12	Spring	February 1–May 21, 2027

Mastery Connect Assessment

Mastery Connect Test ELA, Math, Science, and Social Studies	**GRADES 3-11**	**Sept. 28-Oct. 9, 2026**
Mastery Connect Test ELA, Math, Science, and Social Studies	**GRADES 3-11**	**Dec.7-Dec. 17, 2026**
Mastery Connect Test ELA, Math, Science, and Social Studies	**GRADES 3-11**	**Mar. 1-Mar. 12, 2027**

AimsWeb+ Universal Screener Assessment Calendar/NWEA MAPS (MATH)

ELA/Math Fall Assessment	**GRADES K-8**	**Aug. 10 – Aug. 21, 2026**
ELA/Math Winter Assessment	**GRADES K-8**	**Dec. 1 – Dec. 17, 2026**
ELA/Math Spring Assessment	**GRADES K-8**	**April 5 – May 14, 2026 *This window is extended due to scheduled state testing dates.**

Other Assessment Dates

NAEP Grades: 3-8 (as selected)	**GRADES 3-8**	**TBD**
ELPA (EL Students)	**GRADES K-12**	**Feb. 1-Mar. 26, 2027**

ACT

Purpose: Pursuant to T.C.A. § 49-6-6001, all public school students must participate in a postsecondary readiness assessment such as the ACT or SAT. Districts may choose to administer the ACT or the SAT. Districts can also provide both assessments and allow their students to choose the assessment that is right for them.

- To receive a regular high school diploma, all students enrolled in a Tennessee public school during their eleventh (11) grade year must take either the ACT or SAT.
- **Results are shared with parents and students via the ACT portal.**

ASVAB

The Armed Services Vocational Aptitude Battery is the most widely used multiple-aptitude test battery in the world. The ASVAB measures your strengths, weaknesses and potential for future success in four domains: verbal, math, science and technical, and spatial.

- Results are shared with students during college and career counseling sessions. Results are available for parents upon request.

Mastery Connect Benchmark Assessments:

Purpose: To check for standards mastery in preparation for the state required TCAP.

- **Individual Student Reports are sent home to parents after each administration.**

Aimsweb+ Universal Reading Screener (URS)

Purpose: The Universal Reading Screener is state required for all grades. Benchmarks are given 3 times per year in ELA and math.

ELPA:

Purpose: English learners (ELs) are assessed each year with an assessment called ELPA21

- **Results are sent to students and parents annually.**

NAEP

Purpose: NAEP produces The Nation's Report Card. It is the largest nationally representative assessment of what U.S. students know and can do in key subjects, which allows Tennesseans to see how our students are performing compared to peers in other states. NAEP selects schools and grade level to participate annually, and participation by selected schools is mandated by the Tennessee Department of Education.

TCAP/TNReady

Purpose: TCAP, mandated by the Tennessee Department of Education, has been the state's testing program since 1988, and it includes the state's assessments in math, English language arts, social studies, and science. As the state has transitioned to higher academic standards over the past several years, and will continue to do so, our tests have become better aligned to what educators are teaching. The assessments now include rigorous questions that measure students' writing, critical thinking, and problem solving skills.

Our state tests serve multiple objectives:

-They provide feedback about students' academic progress and how it aligns with grade-level expectations, providing parents and teachers a big-picture perspective about how a student is progressing compared to peers across the district and state, including a student's strengths and growth opportunities. This builds confidence and transparency about students' readiness for college and the workforce among Tennessee universities and employers and holds us accountable to serving all students fairly.

-Assessments help educators strengthen instruction and reflect on their practice, and allow us to highlight schools where students are excelling, so we can learn from those who are doing well.

-State assessments also help inform decisions at the state level and help state and district leaders determine how to allocate resources, better invest in schools, and identify where we may need to offer additional support.

- See more at:

https://www.tn.gov/education/assessment/tnready.html

- **Results are shared with students and parents via the Family access portal on Pearson as well as reports are sent home with students.**

Acceptable Use / Procedures for Internet Access and Technology

All Overton County Schools employees and students must read and agree to the terms of the Acceptable Use / Procedures for Internet Access and Technology, which can be found on the district website.

CONFIDENTIALITY AGREEMENT

It is the policy of Overton County Schools to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information, and employee information (including but not limited to co-workers and their families).

THEREFORE, I AGREE that:
My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc. I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in the performance of my job responsibilities. **Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Overton County Schools**. Further, this agreement mandates compliance extending beyond employment, contract, or association with Overton County Schools, as required by law.

Return Acknowledgement Page to your Supervisor

Receipt Acknowledgement of Overton County Schools Employee Handbook

I hereby acknowledge receipt of a copy of the Overton County Schools Employee Handbook, the Acceptable Internet Usage Agreement, and the Confidentiality Agreement. I have read each and agree to the terms.

I understand that no information in this document shall be viewed as an offer, expressed, or implied, as a guarantee of any employment for any duration.

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

_____ _____

Signature *Date*