



Employee Handbook



**The on-line version of this publication is the governing document.
Therefore, all printed versions of this document are unofficial copies**

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, katie.brown@sumnerschools.org

Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, shawn.curtis@sumnerschools.org

504 Coordinator:

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, selena.elmore@sumnerschools.org

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Sumner County Employee Handbook

Sumner County School System



TABLE OF CONTENTS

<u>DEPARTMENTS</u>	<u>PAGE</u>
ADMINISTRATION.....	5
FINANCE	7
• BENEFITS.....	8
• SCHOOL NUTRITION PROGRAM.....	14
HUMAN RESOURCES.....	15
• CERTIFIED EMPLOYEES.....	15
• SUBSTITUTE TEACHER GUIDELINES.....	21
• CLASSIFIED EMPLOYEES.....	22
INSTRUCTION	26
• INSTRUCTIONAL COORDINATORS.....	27
• MATERIALS CENTER.....	27
• THE TEACHERS CENTER.....	28
• INSTRUCTIONAL TECHNOLOGY.....	30
• ELL PROGRAM.....	30
• FEDERAL PROGRAMS.....	31
• SPECIAL PROGRAMS.....	32
• CAREER AND TECHNICAL EDUCATION.....	34
OPERATIONS	35
PUPIL SERVICES	36
• ADULT EDUCATION PROGRAM.....	37
• ATTENDANCE DEPARTMENT.....	38
• HOMEBOUND PROGRAM.....	39
MAINTENANCE.....	39



Sumner County Employee Handbook

Sumner County School System



TRANSPORTATION.....	40
<u>POLICIES</u>	
Anti-Discrimination, harassment & Retaliation.....	41
Funds Management.....	47
Technology.....	48
Confidential Student Information.....	50
Occupational Compensation Plan.....	50
Standards of Conduct.....	51
INDEX.....	54

BOARD OF EDUCATION



Sumner County Employee Handbook

Sumner County School System



695 East Main Street
Gallatin, Tennessee 37066
Phone: 615-451-5200

SUMNER COUNTY EMPLOYEE HANDBOOK

This handbook is a guideline. All employees are bound by Board policy and **state and federal** law. Teachers are also bound by the teacher contract. Moreover; policies, rights and obligations can be changed by the System for the efficient operation of the System.

From time to time, this handbook will be revised to reflect changes. We cannot republish the handbook each time a change occurs; therefore, some material may become obsolete without prior notice to you. If any information contained in this handbook conflicts with information published at a higher level of authority within the School System, State or Federal level, the information in those policies, laws, etc., will prevail. As the contents of this handbook change, you will be notified by your Principal or Supervisor. You are solely responsible for regularly updating your handbook.

The contents of this handbook are presented as a matter of information only and do not create or constitute a contract, expressed or implied, between Sumner County School System and any of its employees.

The System reserves the right to modify, change, disregard, suspend or cancel at any time, without written or verbal notice, all or any part of the handbook's contents as circumstances may require.



ADMINISTRATION

SAFE & DRUG FREE SCHOOLS PROGRAM

C.A.R.E. PROGRAM (Children Are Resilient and Empowered)

The C.A.R.E. PROGRAM is a student assistance program currently in operation at all 9 middle schools and 12 elementary schools. The program provides for the development and implementation of student support programs, social skills training, the early identification and referral of high-risk children, and the promotion of resiliency factors. A C.A.R.E. Team comprised of the guidance counselor and six trained teachers conduct the program.

FAMILY RESOURCE CENTER

Located at Union Elementary, the FAMILY RESOURCE CENTER offers support and information to families within the community. The center is open to all children and their families in the school system. All services are free.

JUST SAY NO PROGRAM

The JUST SAY NO PROGRAM offers kids in grades 4-8, drug education as well as refusal techniques for saying "No". The club's main goals are education and alternative activities that are both social and service oriented. The clubs are kid-led with the help of adult sponsors. Currently Just Say No clubs are in 17 schools and utilize the services of a part-time coordinator.

MENTORING PROGRAM

A MENTORING PROGRAM, utilizing adults from the community, is in place in the schools in Gallatin and Hendersonville. Adult mentors spend at least 45 minutes once a week at the schools working with their mentees on academics, social skills, decision making and coping skills.

PEER MEDIATION PROGRAM

The goal of the PEER MEDIATION PROGRAM is to resolve disputes between peers that interfere with the educational process and to improve the school environment. Schools throughout the county can utilize the services of the part-time coordinator to assist them in setting up a peer mediation program in their school.



Sumner County Employee Handbook

Sumner County School System



SCHOOL RESOURCE OFFICER PROGRAM

A SCHOOL RESOURCE OFFICER (SRO) is a certified police officer who is assigned full time to a school. The responsibilities of SRO's include law enforcement, instruction and advisement. Sumner County currently has eight SRO's in all seven high schools and R. T. Fisher.

S.T.A.R.S. PROGRAM (Students Taking A Right Stand)

S.T.A.R.S. is a student assistance program that utilizes the services of a counselor and a core team of teachers to assist students with problems such as substance abuse and other teen issues. This program is currently in operation at Beech High School.

PREVENTION COORDINATOR

The Prevention Coordinator's role is to coordinate and implement alcohol, tobacco, drug and violence prevention services at the middle and high school level. Sumner County currently has four prevention coordinators.

NOAHS PROMISE

NOAHS Promise (NO Alcohol in High School) is a prevention program aimed at reducing underage drinking in all seven Sumner County high schools. NOAHS Promise clubs provide opportunities for student members to participate in educational and alternative activities as well as community service projects.

UNITY.COM

UNITY.COM is a 21st Century Community Learning Center, a program of the U.S. Department of Education. The goal of the program is to strengthen students' attachment to school, improve their scholastic performance, and successfully engage students and families in school-based cultural, technological, recreational and academic activities in a safe environment. Unity.Com is currently at Hunter Middle, Rucker-Stewart Middle, Shafer Middle and Westmoreland Middle.

YOUTH ALIVE AND FREE

YOUTH ALIVE AND FREE, a program of the Alcohol and Drug Council, is a student assistance program that utilizes a full-time counselor at each site. The Counselor addresses problems that students might have with substance abuse and other teen issues. Sites are located at Gallatin High School, Hendersonville High School, White House High School, Portland High School and Westmoreland High School.



FINANCE DEPARTMENT

FISCAL GUIDELINES

Teachers occasionally assist principals in the selection of school materials. The following rules govern the management of all public funds and must be applied for every expenditure of school funds. Please note: All purchases must be coordinated with and approved by your principal/supervisor.

Purchases using Board funds totaling \$500.00 or more MUST have a properly completed and approved purchase order prior to the ordering of goods or services.

Purchases of \$500.00 or more require at least three competitive telephone bids (if possible) for any item or multiples of the same item totaling \$500.00 or more but less than \$10,000.00. The purchase of an item or multiples of the same item totaling \$5,000.00 or more must be bid through a competitive bid process. The bid must be advertised in a local newspaper, and sealed bids received at a specified place, date and time. Bids must be based on predetermined specifications available to all solicited vendors. All vendors MUST be allowed to bid against the same specifications. No vendor's bid may be disclosed to another vendor until after bids are opened at an advertised time and place. It is strongly recommended that the Purchasing Coordinator be involved in the sealed bid process.

Items purchased from the Tennessee State Bid Contract do not require further bids. However, Board approval is required for purchases over \$10,000.00.

Your written request for Board approval for purchases should include attachments of all pertinent bid information. (Bid Tabulation Forms are available from your school office, the Finance Department and on the school district website.) They should be submitted no later than the Monday one week prior to the next scheduled Board meeting. Bids and appropriate Board approval are required PRIOR to the issuance of a purchase order and placing the order.



Sumner County Employee Handbook

Sumner County School System



In order to have your requests processed quickly and efficiently, please see that all pertinent information (budget codes, bid tabulations, invoices/receipts dated no later than the requisition and signed by the appropriate Board employee as verification of receipt of goods/services, etc.) is complete and in order before forwarding to our office.

Requisition forms are to be used for ordering from your instructional allocations. You may retain the goldenrod copy as your "file copy". Purchase orders are required by our Auditors to be dated prior to or no later than the invoice date. **THERE ARE NO EXCEPTIONS.** Requisitions requiring purchase orders are checked, approved, keyed, and then printed once a week. The courier will return the pink copy of your requisition, along with the pink copy of your purchase order, to you when the purchase order has been printed. We mail the original copies to the vendor for you, unless otherwise instructed.

When the merchandise has been received, the pink copies of the requisition and purchase order, along with the packing slip (if available) and invoice(s), signed by a Board employee as verification that the order is correct and complete, should be stapled together and returned to Accounts Payable in a timely manner for payment. It is mandatory that all information be returned together. Processing of payments is significantly delayed when each piece of paperwork is submitted at different intervals. Sales tax must be paid on all purchases made for resale, except purchases of textbooks and workbooks.

** School Support Organization (P.T.A., P.T.O., Band Boosters, Quarterback Clubs, Alumni Associations, etc.) funded purchases are to be handled in one of the following ways:

If those funds are donated to the school, they must be receipted into the school activity fund and spent according to the guidelines in the Tennessee Internal School Uniform Accounting Policy Manual. All Board purchasing policies apply. If the School Support Organization makes the purchase and their funds do not go through the school activity funds, bids are not required. However, they will be responsible for payment of sales tax or for obtaining their own sales tax exemption number. The Board's tax identification number may not be used for such purchases.

SPECIAL NOTE: All money collected at the school level must be turned into the school bookkeeper DAILY along with a properly completed collection sheet (teacher log). School funds are never to be left in the classroom overnight or taken home by individuals.

BENEFITS

DIRECT DEPOSIT

Employees may have their salary directly deposited into the bank account of their choice. Forms are available from the Payroll Department (451-5215) or on the school system website.



Sumner County Employee Handbook

Sumner County School System



HEALTH INSURANCE

Sumner County Board of Education offers a choice of medical plans to all full-time employees. The Sumner County Board of Education pays the negotiated amount on the medical insurance premiums. This varies based on the agreement accepted in the teachers' contract. Employees on unpaid leave of absence may continue their insurance by paying the full premium each month as due. The Family Medical Leave Act (FMLA) may allow for exceptions under certain circumstances.

Under the requirements of the Consolidated Omnibus Budget & Reconciliation Act of 1985 (COBRA), as amended, an employer must offer to continue group health benefits to employees and dependents in certain instances where coverage under the plan would otherwise end. If you have questions about your COBRA rights and obligations concerning continuation coverage, contact the Board's Employee Benefits Office at 451-5214.

DENTAL INSURANCE

Sumner County Board of Education offers a choice of dental plans to all full-time employees and pays the negotiated amount on the insurance premiums.

BENEFITS CHOICE CENTER

The Benefits Choice Center (BCC) is a resource center for all employees who need assistance with their benefits or any benefits related matter. Our BCC is staff with professionals trained specifically in the benefits industry who understand the comprehensive array of benefits we offer to our employees. Our BCC professionals are trained to assist you in making decision and completing enrollment and other transactions. Please feel free to contact our Benefits Choice Center toll free at (855)804-6303.

ANNUAL LEAVE

Employees in positions earning annual leave earn annual leave at the rates listed below based on their years of service in a position earning annual leave (certified employees) or on their years of service in the school system (classified employees) with a maximum accumulation of 36 days. Absent without pay 11 or more days within a pay period results in the loss of annual leave for one month.

Experience in School System	Days Per Month Worked
Less than 5 years	1.50 Days
5 to 10 years	1.75 Days
11 to 25 years	2.00 Days
26 years or more	2.25 Days



Sumner County Employee Handbook

Sumner County School System



PERSONAL LEAVE

Employees earn one (1) personal leave day for each semester employed. A third bonus personal leave day is earned beginning with the fifteenth year of service with Sumner County Schools. An absence of six (6) or more days without pay (11 or more days without pay for calendar year employees) during a semester will result in the loss of a personal leave day. All personal leave days must be requested 24 hours in advance. A principal or supervisor may waive the time limit in case of emergency. All unused personal leave days will convert to sick leave at the end of each fiscal year.

BEREAVEMENT LEAVE

Two (2) days of leave per year may be taken for bereavement purposes. These days are not charged to the employee's sick leave balance, but the deceased must be identified on the sick leave form submitted to Payroll. An additional three (3) days are available if the deceased is an immediate family member (spouse, child, parent, grandparent, parent-in-law, brother-in-law, sister-in-law or sibling of the employee). Sick, personal or annual (if earned) leave must be taken if additional days are needed.

EXTENDED LEAVES

Employees may take up to 12 weeks unpaid extended leave under the provisions of the Family Medical Leave Act (FMLA) for certain reasons as specified in the Act. Eligibility may be determined by contacting the Human Resources Departments.

Educational Leave – A program of studies must be submitted showing the relationship to education. Also proof of full time enrollment must be submitted before the leave begins. An official transcript must be given to the Human Resources office upon return from leave. Medical leaves are required to be accompanied by a physicians statement.

Recreational/Travel Leave – Employee may request up to 5 days, not to exceed one request every two years.

Military Leave – Official orders must accompany the request.

ALL REQUESTS FOR EXTENDED LEAVE MUST BE SUBMITTED ON THE FORM AVAILABLE IN THE SCHOOL OFFICE.

OCCUPATIONAL COMPENSATION PLAN



Sumner County Employee Handbook

Sumner County School System



The Sumner County Board of Education provides compensation for work-related injuries for each employee through the Occupational Compensation Plan of the Sumner County Self Insurance Board. When an injury or accident occurs on the job, an employee must promptly notify their principal or immediate supervisor. This must be done even if

the employee does not feel the need for medical attention. The employee is also responsible for reporting where, what, when and how the injury or illness occurred with enough information that medical treatment can be started and the necessary reports completed. If the injury is life threatening, qualified emergency transportation should be obtained and the principal or immediate supervisor notified as soon as possible. It is important the incident be reported within 24 hours or the next scheduled workday. The principal or immediate supervisor of the employee is responsible for seeing that the Worker Injury Report is completed and forwarded to the Risk Management Office.

BELOW ARE THE STEPS TO FOLLOW FOR TREATMENT OF WORK-RELATED INJURIES FOR SUMNER COUNTY EMPLOYEES:

1. Immediately report the incident to your supervisor/department head.
2. The supervisor/department head should then contact the Risk Management Office. If the injury occurs after normal business hours, please leave a voice mail message with Risk Management and they will contact you the next business day.
3. Complete the Occupational Injury Report provided to each department by the Risk Management Office, immediately fax to the Risk Management Office at 451-6052 and mail the original to 355 N. Belvedere Drive, Suite 210, Gallatin, TN 37066.
4. If medical attention is necessary, contact the Risk Management Office for direction on which treatment facility should be used for on the job injuries. In the event an incident involves a serious injury, please report to the nearest Emergency Room and notify Risk Management of the treatment sought as soon as possible.

*Note: If medical attention is necessary, be reminded that Risk Management must give authorization for treatment to the treating facility before the employee receives medical attention.

Also, be reminded the Occupational Injury report should be completed and mailed to the Risk Management Office within seven (7) days of the injury.

FAILURE TO HAVE ALL MEDICAL TREATMENT AUTHORIZED BY THE RISK MANAGEMENT OFFICE MAY RESULT IN DENIAL OF PAYMENT.



Sumner County Employee Handbook

Sumner County School System



LIABILITY INSURANCE

The Sumner County Schools provides liability insurance for employees while performing actions which are within the scope of their duties and/or employment.

JURY DUTY

An employee called for jury duty during school hours will be provided such time with no loss in pay or benefits. Any fees or remuneration received during such leave must be turned over to the Sumner County School system, Finance Department. A copy of the summons must be provided.

BUS DUTY

Employees in schools requiring bus duty may work bus duty and be compensated at the prevailing rate for all hours worked above and beyond the normal workday schedule. Arrangements for bus duty must be made with the responsible school office personnel. Classified personnel may work a maximum of 40 hours per week (combining the hours from all positions held).

SICK LEAVE

Sick leave is earned at the rate of one (1) day per month worked with no limit on accumulation. Six or more days absent without pay in a pay period (11 or more days without pay for calendar year employees) will result in the loss of one (1) sick leave day. Employees cannot use sick leave which has not been allocated. Absences are to be reported as absent without pay if sick leave days are not available at the time of use. Upon termination of employment or unpaid leave of absence, any such days that are unearned shall be deducted from the final salary. If salary is insufficient, the employee will be liable for reimbursement. Upon retirement, if vested, accumulated sick leave days are transferred to TCRS as service credit.

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide sick leave to contributors to the Bank in the event of a disabling illness/injury and provided their applicable sick leave or any other applicable paid leave has been exhausted. Certified Employees must have earned two (2) days in order to join; classified employees must have earned 12 days. Employees may become members of a sick leave bank after making application and approval by trustees. Eligible employees may join the Sick Leave Bank by donating two (2) sick leave days. The committee may assess additional days as it deems advisable. Specific details and enrollment applications may be obtained from the school location representative or Senior Accountant at Central Office. Enrollment applications must be received by October 31st each year for consideration. Sick Leave Bank days may be granted only for instances of disabling illness or injury of the individual members and are limited to twenty days at one time. The sick leave bank is administered through the Finance Department.



Sumner County Employee Handbook

Sumner County School System



IRS SECTION 125 CAFETERIA PLAN

The Sumner County School System offers employees an opportunity to participate in a Section 125 “cafeteria plan”. This plan allows employees to pay certain eligible expenses involving insurance premiums, child care, and medical expenses not covered by insurance with pre-tax income. The plan reduces the amount of your income subject to tax. Plan administrators provide information annually regarding the plan for enrollment of interested employees. Annual Enrollment starts in October.

MISCELLANEOUS BENEFITS

Sumner County Board of Education provides payroll deduction for the following items for eligible employees:

PAYROLL DEPARTMENT

- Tax Sheltered Annuities
- United Way
- NEA, TEA, SCEA Professional Dues
- Mandatory Deductions required by law

BENEFITS DEPARTMENT

- Health Insurance
- Dental Insurance
- Long Term Disability Insurance
- Supplemental Insurance (e.g. heart, cancer, long-term care)

Information on vendors providing the above items may be obtained by contacting the Payroll or Benefits Departments.

ADDITIONAL CERTIFIED BENEFITS

TERM LIFE INSURANCE

Sumner County Board of Education provides a term life insurance policy valued at \$35,000.00 or one times the annual salary (whichever is greater) to all tenured certified employees. Policies are forwarded to employees as they become eligible.

RETIREMENT

All regular, full-time certified employees must enroll in the State Retirement Plan with Tennessee Consolidated Retirement System. Interim and part-time certified employees have the option of enrollment. A mandatory five percent (5%) pre-taxed deduction will be taken from each payroll. The Board of Education contributes the required percentage to TCRS. With five (5) years of TCRS service, an educator is vested with the retirement system and eligible for monthly benefits upon meeting retirement eligibility. Annual statements are provided by TCRS detailing salary, service credit,



Sumner County Employee Handbook

Sumner County School System



and beneficiary and employee contributions. Details are available from the Payroll Department. TCRS can be reached at 1-877-681-0155.

ADDITIONAL CLASSIFIED BENEFITS

TERM LIFE INSURANCE

The Sumner County Schools provides a term life insurance policy in the amount of \$10,000, or one (1) times annual salary (whichever is greater), to employees who have completed three (3) consecutive years of full time service.

RETIREMENT

Full time classified employees must enroll in the Tennessee Consolidated Retirement System (TCRS) upon employment. Participation has been fully employer funded since July 1, 1993. An employee is vested after five (5) years of TCRS service and eligible for benefits upon retirement eligibility. Annual statements are provided by TCRS detailing salary, service credit, beneficiary, and employee contributions. Details are available from the Payroll Department. TCRS can be reached at 1-877-681-0155.

COMPENSATORY TIME-OFF (OVERTIME) PROCEDURES

Sumner County Schools allows Compensatory Time-off, also referred to as COMP Time, for FLSA non-exempt Classified employees who work beyond their weekly scheduled hours. COMP Time is paid time-off in lieu of overtime pay. Employees at risk of working overtime must request and receive pre-approval from their Principal or Department Head in advance of actually performing any overtime work. Employees must report pre-approved overtime monthly to the Payroll Department on the Classified Attendance Sheet or its equivalent. COMP Time will be earned as follows:

- In any single week, the total number of hours worked between the employee's scheduled work hours and forty (40) hours is considered straight time. COMP Time will be accrued at one (1) hour for each hour of overtime.
- Any hours worked in excess of forty (40) hours per week will accrue COMP Time at 1 and ½ (1.5) hours for each hour worked over 40 hours.

Whenever possible, Principals and administrators should encourage flex time (within the 7 day work period) to reduce COMP Time for overtime service and should be judicious in granting the use of annual leave and COMP Time use so as to minimize accrual of additional COMP Time.

Accumulated COMP Time should be used as soon as possible after accrual. The employee may request COMP Time-off during their regular scheduled hours and will be permitted to use it within a reasonable period after making the request, if the request does not unduly disrupt the operations of the office/school/classroom. The approval process for the use of COMP Time should be similar to the approval process for annual leave. Approval for the usage of COMP Time should not be unreasonably withheld. COMP Time may never be taken before it is earned.

An employee shall not be approved to work overtime that would permit them to exceed an accumulated cumulative balance of forty (40) hours without the express approval of the Director of Schools (or his/her designee).



Sumner County Employee Handbook

Sumner County School System



Principals and administrators shall ensure accrued COMP Time is used by June 1 of each year, in order to prevent carry-over of COMP Time from one school year to the next.

SCHOOL NUTRITION PROGRAM

The Sumner County SCHOOL NUTRITION PROGRAM (SNP) is changing to prepare for education in the 21st Century. The program is beginning to incorporate nutrition education in its operation to help in developing total body wellness among all students. In education we invest in children's health to share the universal vision in Tennessee hoping that students become higher achievers, healthier, and more physically fit. Good nutrition is vitally important in our program.

Poor health is lifestyle-related. To change a behavior, the change must be practiced for a minimum of 21 days, and it must have 50 hours per year for three years of planned, sequential activity.

The State mandated Lifetime Wellness curriculum includes nutrition as one of the seven required strands. Topics that are included are the food guide pyramid, new food labeling laws, and more education in teaching the dietary guidelines. In our program we want to make available to you nutrition education in the classroom. The school nutrition managers can plan their time to help you with teaching units on nutrition to your students. They would be happy to make themselves available to you when time permits to aid in applying nutrition education in the classroom. Please do not hesitate to contact the School Nutrition Supervisor at 451-5217, if we can assist in any manner.

The American School Food Service Association and the School Nutrition Directors across the nation are working diligently to ensure funding is allocated in the federal budget for nutrition education. It has been proven through research that there is a correlation between the achievement levels of students and good nutrition. It is important that School Nutrition is an entity with the total educational process. Good nutrition is an integral part that contributes to the successes of the educational system.

HUMAN RESOURCES DEPARTMENT

Every employee in the Sumner County School system should be knowledgeable of the laws, policies and rules that govern the administration of schools. Copies of Rules, Regulations, and Minimum Standards for Tennessee Schools, Sumner County School Board Policies, and the minutes to all School Board meetings are provided to each school and are easily accessible to every faculty member. Most principals have copies of Volume 9 of Tennessee Code Annotated.



Sumner County Employee Handbook

Sumner County School System



CERTIFIED EMPLOYEES

TENURE

Tenure shall apply to any teacher who:

- has a degree from an approved four year college or any vocational teacher who has the equivalent amount of training established and certified by the State Board of Education,
- holds a valid professional certificate based on training covering the subjects or grades he/she teaches and

has completed a probationary period of 3 school years in Sumner County or not less than 27 months within the last 5 year period in Sumner County,

- during the last year to be employed in a regular teacher position,
- has been granted tenure by a majority vote of the Board for service after the probationary period.

NON-TENURE

Teachers in service and under control of the public elementary and high schools of Tennessee, shall continue in such service until they have received written notice from their Director of Schools of their dismissal or failure of renewal. Said notice must be received no later than April 15th to be applicable to the next succeeding school year. The Director of Schools may transfer any teacher from one position to another for the efficient operation of the school system.

EVALUATION

Educators shall be informed of the evaluation procedures, criteria and instruments to be used during the school year and of the evaluator's responsibility for the evaluation before any evaluation takes place.

LOCAL EVALUATIONS

The evaluation procedures, criteria and instruments for the following categories of teachers are listed below:

CATEGORY I:

- Apprentice level teachers (First three years of teaching)
- Out-of-State License (Tennessee issued)
- Professional License (with no Career Ladder certificate) who are not tenured



Sumner County Employee Handbook

Sumner County School System



Required to do AT LEAST:

- 3 Classroom Observations
- 3 Planning Information Records completed
- 3 Appraisal Records completed
- 1 Analysis of Unit and Lesson Plan
- 1 Educator Information Record
- 1 Development Plan
- 1 Summative Evaluation Form

Any teacher moving from Apprentice to Professional License should have the entire evaluation cycle completed by the last Tuesday in January. Summative scores should be in the Central Office by March 1st.

CATEGORY II:

- Professional License and Career Ladder Certificate
- Professional License only and has tenure

Required to do at least:

- 2 Classroom Observations
- 2 Planning Information Records completed
- 2 Reflecting Information Records completed
- 1 Development Plan
- 1 Summative Evaluation Form

VACANCIES

A current register of education vacancies shall be readily accessible and posted in the Human Resources Department. The Board shall notify SCEA and post the vacancy notice in each school. Such notification of educator vacancies shall contain the date of issue, the available position and the location of the vacancy.

RESIGNATION

A teacher shall notify the Director of Schools, via the appropriate form, (Notice of Ending Employment) at least thirty days in advance of the effective date of the resignation.

SCHOOL YEAR

The student academic year is comprised of 180 student days. The teacher academic year is comprised of 200 days consisting of 180 student days, 5 teacher in-service days, 5 administrative days, and 10 vacation days.

The School Calendar Committee comprised of teachers, principals, parents, and SCEA representatives develops a proposed school calendar each year.



Sumner County Employee Handbook

Sumner County School System



CERTIFICATION VERIFICATION

It is the responsibility of each professional employee to ensure that he/she possesses a valid teaching license for his/her assigned area(s). Most licenses and certificates must be renewed. ALL EDUCATORS MUST SUBMIT THE SUPERINTENDENT'S COPY SECTION OF THEIR LICENSE AND KEEP THEIR PROFESSIONAL STATUS CURRENT AND ON FILE WITH THE CERTIFIED PERSONNEL OFFICE FOR EACH SCHOOL YEAR.

Those Educators, who have renewed or added a degree or endorsement to their license should submit the original license section labeled "Superintendent's Copy" showing the revision.

EXPERIENCE

Certified employees earn experience for salary rating purposes for each paid day. Any days unpaid, as a result of overuse of sick and personal days or recreational leave, do not count toward experience for salary, tenure or retirement. This can result in a hold on advancement on the salary schedule for the next school year.

PERSONNEL FILES

Complete personnel records will be maintained for all employees. The Director of Schools or his designee(s) shall be authorized to maintain personnel files for all employees and to permit inspection of the same.

The Board shall not establish in the personnel office any personnel file which is not available for the employees' inspection. The handling of inspection will be according to the agreement of the Negotiated Contract between the Board of Education and the Sumner County Education Association (SCEA).

LICENSURE

An Apprentice Teacher License is issued to a teacher who completes an approved teacher preparation program. It is valid for five years. The person who has an Apprentice License has five years in which to teach three years in a Tennessee public school system.

An Out-of-State Teacher License is issued to an applicant who meets Tennessee licensure requirements and has at least one year of acceptable teaching experience in another state. It is valid for five years and is equivalent to an Apprentice License. Upon completion of a minimum of three years of teaching (a combination of in-state/out-of-state experience, with at least one year in Tennessee) and receipt of a positive local evaluation, the license holder will advance to the Professional License.

A Professional Teacher License is issued to a teacher who has completed a minimum of three years experience in an approved school and who has received a positive local evaluation in a Tennessee public school system. (The three years of experience can be a combination of in-state/out-of-state experience, but the last year must be served in a Tennessee public school to participate in the local evaluation process.) The Professional License is valid for ten years and is renewable by meeting renewal requirements.



Sumner County Employee Handbook

Sumner County School System



The Career Ladder Certificate Program has been frozen by the State. Those teachers who have already been issued a Career Ladder Certificate will still be eligible for funds at the current level of their certificate.

RENEWAL OF PROFESSIONAL LICENSES

The PROFESSIONAL LICENSE RENEWAL GUIDE FOR TENNESSEE EDUCATORS was prepared by the Department of Education to assist educators in meeting new license renewal requirements. The renewal form and guide can be downloaded from the Tennessee Department of Education website or requested from them at 615-532-4885.

Educators can access licensing information on the website for the State of Tennessee Department of Education at www.state.tn.us/education/lic

HEPATITIS B

The Bloodborne Pathogens Program offers Hepatitis B shots to employees in high risk positions. The shots are available to employees at no charge. There are three series shots, with beginning target dates in October and finalizing in April. All locations will be notified of specific information as it is scheduled.

NOTICE OF ENDING EMPLOYMENT

Employees should sign the Notice of Ending Employment form and, if at all possible, attach a letter of resignation/retirement. This form should be completed by the Principal or Supervisor and sent to the Human Resources Department at the Central Office immediately upon notification by the employee of their ending employment. Upon receipt of the Notice of Ending Employment form, the employee, if currently insured, will be informed of the availability of health and/or dental insurance continuation under the COBRA plan.

CHANGE OF INFORMATION

All information changes (address, phone, marriage, divorce, birth or adoption of a child, etc.) must be sent to the Human Resources Department.

SEXUAL HARASSMENT

Sexual harassment of any type will not be tolerated by our System. Consequently, all employees are under a continuing obligation to report any reports of, or indications of, sexual harassment to the appropriate authority. Student reports of situations involving other students or adults must be taken seriously and reported. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which produces any of the following:



Sumner County Employee Handbook

Sumner County School System



- Interferes with an individual's work or performance;
- Creates an intimidating, hostile or offensive work environment;
- Implies that submission to such conduct is made an explicit or implicit term of employment;
- Implies that submission to or rejection of such conduct will be used as a basis for employment decisions affecting the harassed employee.

Victims of sexual harassment should report these conditions to the appropriate school administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision. The personnel office shall be notified. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

FAMILY AND MEDICAL LEAVE

The purpose of the Family and Medical Leave Act (FMLA) is to allow employees to take reasonable leave for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition. The act entitles employees to a total of 12 weeks of unpaid leave per year with a continuation of health benefits during the period of leave.

To be eligible, an individual must be employed by the school district for the previous 12 months and must have worked for at least 1,250 hours during that time. When both spouses are employed by the same school district, the combined amount of leave for birth, adoption and family illness is limited to 12 weeks.

The law states that in the case of foreseeable leave the employee must provide the Board with at least 30 days notice. The Board may require that a request for leave be supported by certification issued by a health care provider with the following information: the date on which the serious health condition commenced; the probable duration of the condition; the appropriate medical facts by the health care provider regarding the condition; and 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.

BACKGROUND CHECK

Effective July 1, 1996, all new employees are subject to a background check. Contracts issued will be contingent upon favorable results from the background check. Employment can be affected by a negative background check. **ALL NEW EMPLOYEES MUST BE FINGERPRINTED.** Certified Teachers will have the cost of the background checks deducted from their paychecks. **As of July 1, 2008 all new Substitute Teachers are required to pay the cost of fingerprinting. Upon working 10 days, the cost will be reimbursed by payroll after submitting the required paperwork.**



Sumner County Employee Handbook

Sumner County School System



SUBSTITUTE TEACHER GUIDELINES

- The following guidelines are for all substitute teachers working within the Sumner County School System.
- Check in with the office staff and sign your Substitute Time Sheet 15 minutes prior to the beginning of your class. Ask about rules for their school.
- Wear a substitute identification badge at all times.
- Dress code is dressy casual. No baggy pants, T-shirts with logos, visible body piercing or tattoos allowed.
- Check with the office staff on arrival of location of lesson plans. Please follow the teachers lesson plans for that day.
- Take roll at the beginning of class and send student to take it to the attendance box in your area. High schools students are counted tardy if they enter the room after the bell has rung. Also, please take roll again after lunch by using the teacher's grade book-some students will try to leave during lunch.
- Do not let students leave the room unless they have an early dismissal note or are called down from the office over the intercom.
- The possession of cell phones are okay as long as they are not used or turned on during the day. Sub teachers are not to have their cell phones during the day.
- High School students should not have headphones, CD players or cards. These items are forbidden at school.
- Feel free to give students detentions if needed. They are there to learn, not be difficult. Each teacher should have detention forms in their classrooms. Turn completed detention forms in to the front office. Never give more than two detentions to a student for an incident.
- Be sure to leave a note for the teacher to let him/her know how the day went and include any absences or disciplinary problems. Fill out a "Student Disciplinary Report for Use by Substitute Teachers" form for any incident and leave it for the teacher.
- There are faculty bathrooms located in the main office and in other areas of the building.
- Please treat the students with respect, just as you would expect them to treat you. Treat students the way you would want your child treated.
- **Do not make degrading remarks to students.** Do not call them names.
- Remain calm at all times. Do not yell angrily at the class.
- Do not use inappropriate language at any time to any student.
- Do not become confrontational with students. Do not engage in arguments with students. Do not threaten students in any way.



Sumner County Employee Handbook

Sumner County School System



- Do not make sexual remarks to any student including jokes, stories or scenes from movies or TV.
- If a “Lockdown” is announced over the intercom or an authority comes by your classroom to announce a “lockdown do not let any students in or out of your classroom until a school official or the police come to get you and your students.
- If you need anything at all, don’t hesitate to ring the office by using the white call button located in your classroom. If you have a disciplinary problem that you can’t handle, you may ring for an assistant principal to come to the room immediately.
- If you have any questions at all regarding classroom procedures be sure and ask office staff before you go to your class.

CLASSIFIED EMPLOYEES

Full-time classified employees are those scheduled to work twenty-five (25) hours or more per week. If you have specific questions, contact the Human Resources Department or Benefits offices.

Terms of Employment Non-Exempt Classified Positions

JOB TITLE	DAILY HOURS	MINIMUM PAID DAYS/YEAR	MINIMUM SCHEDULED WORK DAYS
Assistants			
Alternative School Assistant	7.5	192	182
CDC Assistant	7.5	192	182
CDC/Severe Assistant	7.0	192	182
CDC/Severe TIP Assistant	7.0-7.5	192	182
Comprehensive Teacher Assistant	7.5-8.0	192	182
ERC 1:1 Assistant	7.0	192	182
ERC Assistant	7.0	192	182
ERC Preschool	7.0	192	182
Internal Auditor Assistant*	7.5	260	260
ISS Assistant	7.0	190	180
Property Officer Assistant*	8.0	260	260



Sumner County Employee Handbook

Sumner County School System



JOB TITLE	DAILY HOURS	MINIMUM PAID DAYS/YEAR	MINIMUM SCHEDULED WORK DAYS
Resource (Speech, Inclusion)	7.00	192	182
Special Ed Assistant/Bus Assistant	varies	192	182
SR Administrative Assistant*	8.0	260	260
T.A./Bus Driver	7.0	192	182
Teacher Assistant	7.0	190	180
Title 1 Para Professional	7.0	200	190
Tran-Bus Assistant	4.5-5.0	190	180
Wellness Assistant*	7.5	240	240
Attendance Officer*	7.5	240	240
Bookkeepers			
Bookkeeper-Dept (Central Office)*	7.5	260	260
Elementary	7.5	210	200
Middle School*	7.5	230	230 (work snow days)
High School*	7.5	240	240 (work snow days)
Sr. Accountant-District*	7.5	260	260
Child Care			
Director	8.0	Various	Various
Assistant Director	6.0-8.0	Various	Various
Staff Worker	Various	Various	Various
Clerks			
Attendance Clerk	7.0	200	190
Guidance Clerk	7.0	200	190
Library Clerk	7.0	200	190
Office Clerk	7.0	200	190
Registrar Clerk	7.0	220	210
Technical Clerk*	7.5	260	260
Coordinators			
Accts Payable Coordinator*	7.5	260	260
Coordinator Safe and Drug Free Schools	7.5	200	190
Family Resource Ctr Director*	7.5	260	260
Operations Coordinator*	8.00	260	260
Payroll Coordinator*	7.5	260	260
Purchasing Coordinator*	8.0	260	260
Title 1 Parent Coordinator	various	various	various
Tran-Area Coordinator*	8.0	260	260
Voc. Academic Enhanc. Coordinator	7.0	200	190



Sumner County Employee Handbook

Sumner County School System



JOB TITLE	DAILY HOURS	MINIMUM PAID DAYS/YEAR	MINIMUM SCHEDULED WORK DAYS
Wellness Coordinator*	7.5	240	240
Courier*	8.0	260	260
Custodians			
Custodian Staff	Various	210	200
Head Custodian – Small School*	8.0	260	260
Head Custodian – Med. School*	8.0	260	260
Head Custodian – Large School*	8.0	260	260
Maintenance			
Foreman / Carpentry*	8.0	260	260
Foreman / HVAC/ Electronic*	8.0	260	260
Foreman / Plumb/ Elec/ General*	8.0	260	260
Senior Technical Skills*	8.0	260	260
Technical Crafts*	8.0	260	260
Worker*	8.0	260	260
Master Printer*	8.0	260	260
Nurse			
LPN	7.5	190	180
RN	7.5	200	190
Operations			
Worker*	8.0	260	260
Research/Records Specialist	Various	Various	Various
School Nutrition			
Maintenance Equipment for SNP *	8.0	260	260
Manager – Small School	8.0	205	195
Manager – Medium School	8.0	205	195
Manager – Large School	8.0	205	195
Asst Manager – Small School	7.0	Various	Various
Asst Manager – Medium School	6.0-7.0	Various	Various
Asst Manager – Large School	7.0-8.0	Various	Various
Staff Worker	Various	Various	Various
Secretaries			
Adm Receptionist/Secretary*	7.5	260	260
Administrative*	7.5	260	260
Attendance Department*	7.5	260	260
To the Department Head*	7.5	260	260
To the Director*	7.5	260	260



Sumner County Employee Handbook

Sumner County School System



JOB TITLE	DAILY HOURS	MINIMUM PAID DAYS/YEAR	MINIMUM SCHEDULED WORK DAYS
Special Education			
Autism Trainer/Home Trainer	7.0	192	182
Board Cert Behavior Analyst	7.5	220	210
Interpreter	7.0	192	182
Job Coach	7.0	192	182
Occupational Therapist	Various	Various	Various
Occupational Therapist Assistant	Various	Various	Various
Physical Therapist	Various	Various	Various
Physical Therapist Assistant	Various	Various	Various
Social Worker	7.5	Various	Various
Social Worker II	7.5	Various	Various
Student Support Counselor*	7.5	260	260
Support Svs Spec – Hearing	7.0	190	180
Support Svs Spec – Voc Asmt	7.0	190	180
Transition to Work Consultant*	7.5	240	240
Specialist			
Accounts Payable Specialist*	7.5	260	260
Benefits Specialist*	7.5	260	260
Benefits/Payroll Specialist*	7.5	260	260
Clerk Specialist (Federal Prog)*	7.5	260	260
Clerk II*	7.5	260	260
Custodial Specialist*	8.0	260	260
Human Resources Specialist*	7.5	260	260
Human Resources Specialist II*	7.5	260	260
Inventory Control Specialist*	8.00	260	260
Payroll Specialist*	7.5	260	260
School Nutrition Specialist*	7.5	260	260
SNP Field Specialist*	7.5	260	260
Student Data Mgt Specialist*	7.5	260	260
Supervisor of Bd and Community Relations*	7.5	260	260
Technicians			
Maint. Energy Technician*	8.0	260	260
Finance Technician*	7.5	260	260
Human Resources*	7.5	260	260
Inventory Technician*	8.0	260	260
Lead Student Data Mgt Technician*	7.5	260	260



Sumner County Employee Handbook

Sumner County School System



JOB TITLE	DAILY HOURS	MINIMUM PAID DAYS/YEAR	MINIMUM SCHEDULED WORK DAYS
Student Data Mgt Technician*	8.0	260	260
Technology			
Computer Technician (SNP)*	7.5	260	260
Network Administrator*	7.5	260	260
PC Technician *	7.5	260	260
Technology Help Desk*	7.5	260	260
Trainers			
Athletic Trainer	Various	Various	Various
Transportation			
Tran-Bus Driver	4.5-5.0	190	180
Tran-Fleet Operation Mgr*	8.0	260	260
Tran- Mechanic*	8.0	260	260
Tran-Route Operation Mgr/Spec*	8.0	260	260
Tran-Service Supervisor*	8.0	260	260

*Work school snow days.

INSTRUCTIONAL DEPARTMENT

The Department of Instruction staff members work with 42 schools within the district. The staff provides services and materials to approximately 24,000 students, 1,750 teachers, 42 principals and 40 assistant principals. The district staff meets regularly to plan and coordinate programs that impact teaching and learning. The department works closely with principals and teachers to help each school provide a quality program for students.

The Instruction Department works directly with the Tennessee Department of Education and is responsible for implementation of programs that the state requires. The department is also responsible for monitoring programs and sending results to the state department.

The department is responsible for scheduling staff development activities and keeping records of attendance.

The staff disseminates to Sumner County administrators and teachers new information about instructional strategies, student assessment, and developing programs from other areas of the state and nation.



Sumner County Employee Handbook

Sumner County School System



The major goal of the department is to be a service and resource provider for the educators, students, and parents within our county.

Listed on the following pages are descriptions of individual programs.

INSTRUCTIONAL COORDINATORS

Instructional Coordinators provide support in the following areas:

- Confer with teachers concerning their instructional needs and consult with teachers in planning programs.
- Plan and conduct workshops and demonstrations concerning methods and materials for instruction.
- Keep abreast of current research and practice in curricula and share this information with teachers and administrators.
- Help develop district-wide philosophy and curricula.
- Assist principals with classroom teacher observations to aid in developing strategies and techniques.
- Discuss with parents concerns dealing with student progress.
- Train textbook committee members to evaluate books. Work closely with committees during the adoption process.
- Serve on committees to help determine county wide professional development needs and opportunities. Help plan and schedule sessions.
- Meet regularly with the district instructional staff to plan and coordinate all programs.
- Assist the classroom teacher, principal or assistant principal in interpreting test results.

MATERIALS CENTER

THE MATERIALS CENTER provides the following:

Student textbooks *

Teacher editions and other support materials for adopted texts*

A variety of out-of-date textbooks which would be suitable for resource materials, tutoring, GED preparations, etc.

Videos, CD-ROMs, DVDs and recorded books for classroom instruction**

Report cards for Grades K – 5

Report Cards for Summer and Night Schools

Watermarked Computer forms for the M.S. and H.S. grade reports

Deficiency Report Forms

Student cumulative report contents

Textbook Record Forms



Sumner County Employee Handbook

Sumner County School System



Cumulative Records of students who have left the system in grades K-8 or have graduated from Sumner County Schools are kept here. After two years, these records are placed on optical storage. We have some records that date back to the 1920's.

*Requests for these items must be made through the school's textbook coordinator.

**View our online catalog or call us at 451-5413 with any media request. Use the numbers for items as listed in the catalog. Call before 2 p.m. to receive your requested items on the next courier run. We do not hold items on reserve, but you may check out 3 items at a time.

The COURIER (inter-school mail system) is operated from the Materials Center. Check with the school office or the website for the posted schedule. The courier runs a split Monday/Thursday and Tuesday/ Friday schedule – going to approximately one-half of the schools in each route. Items placed in the courier will not be delivered to other schools until the following courier run. (We operate just like the postal system in this regard.)

The SUMNER COUNTY SCHOOL NEWS, a parent newsletter, is produced and distributed from the Materials Center. This newsletter is given to every student and employee of the school system. Any information to be included in the newsletter should be sent to the Attention of: David Woodard (David.Woodard @ Sumnerschools.org) at the Materials Center.

The Materials Center also conducts and supervises the process through which new textbooks are adopted/selected for use in the Sumner County Schools. Teachers with a minimum of three years experience in the subject area being considered are eligible to serve on these adoption committees.

THE TEACHER CENTER

THE SUMNER COUNTY TEACHER CENTER provides professional and personal growth experiences for teachers and support personnel.

PROFESSIONAL DEVELOPMENT

All teachers are required by TCA Section 49-6-3004 and the negotiated Sumner County Board of Education Teacher Contract to complete five (5) days of professional development. Six (6) hours of professional development equal one (1) day. An agenda of the day must be submitted prior to approval of any activity exceeding the six-hour day. Professional development activities completed during a school day must occur outside the regular 7 ½ hour teacher work day and may not exceed three (3) hours.

Teachers hired after the beginning of the school year must consult with the Human Resources Department to determine days required since it is the position that earns professional development credit and not the individual.

Pre-approved professional development activities can be found on line at Sumner County's SchoolStation link www.schoolstation.com/sumner/login.php. The SchoolStation scheduler allows teachers to choose sessions that are



Sumner County Employee Handbook

Sumner County School System



appropriate for their grade and teaching assignment and to access information regarding their own account. Upon completion of the required hours, teachers are encouraged to print a copy of their account for future reference. The deadline for completing professional development hours is **April 15**.

Teachers must submit an Alternative Request Form prior to attending any session that is offered outside of the Sumner County School System. Principal authorization and proof of attendance are required. This form along with others can be found by visiting The Teacher Center link under www.SumnerSchools.org.

The State Department of Education defines professional development as:

A program of planned activities designed to increase the competencies needed by all certificated personnel in the performance of their professional responsibilities. In this context, "competencies" are defined as knowledge, skills, and attitudes which enable personnel to carry out their tasks with maximum effectiveness.

RESOURCES AT THE TEACHER CENTER

The Teacher Center houses a professional library. Various journals, videos, books, and other publications are available for teachers to use or check out for professional knowledge. Teachers may search the Professional Library by visiting The Teacher Center's website – www.sumnerschools.org/content/view/71/162/.

Other resources include: art waxer, book binder, bulletin board paper, computer lab, construction paper, copier, Ellison dies and Ellison machines, file folders, foam sheets, industrial hole punch, laminators, magnetic sheets, opaque projector, paper cutters, pocket folders, pop-up sponge sheets, poster board, poster maker, printer, scanner, and tag board.

LOCATION

The Teacher Center is located at 675 East Main Street in Gallatin, next to the Gallatin High School football field.

HOURS DURING THE SCHOOL YEAR

Monday and Tuesday	8:00 AM - 7:30 PM
Wednesday and Thursday	8:00 AM - 4:30 PM
Friday	8:00 AM - 3:30 PM

HOURS DURING THE SUMMER BREAK

Monday - Thursday	8:00 AM - 4:00 PM
Friday	8:00 AM - 3:30 PM

INCLEMENT WEATHER POLICY

In the event schools are closed or dismissed early for inclement weather, any professional development sessions scheduled will not be held. These sessions will be rescheduled. The Teacher Center operates on non-extended hours on inclement weather days.



Sumner County Employee Handbook

Sumner County School System



Please visit The Teacher Center's web site for helpful information and links such as "Frequently Asked Questions about Professional Development."

INSTRUCTIONAL TECHNOLOGY

The TECHNOLOGY COORDINATOR develops and oversees the long-range technology strategies for the school district and local schools, provides oversight and supervision to the Technology Services programs and staff, coordinates technology support for the district and local schools, and works with school personnel regarding planning for, training in, and implementation of technology programs and services.

This person plans and administers technology training sessions, makes recommendations on technology education for the schools, and coordinates the School Technology Specialist program.

This position is responsible for maintaining and updating Internet policies, coordinating approval and support for all school and district web pages, coordinating email services for the district and local schools, and serving as primary contact on network and Internet issues.

This person is responsible for developing state and local budgets and filing E-Rate. This person also provides technical assistance on technology grant programs and recommends hardware and peripheral purchases to schools.

The APPLICATION SPECIALIST is involved with various areas of computer software. Services include providing classes and workshops, providing school level staff development, 21st Century training, and summer technology workshops, assisting teachers with integration of software into the curriculum, assisting staff with software installation and troubleshooting, and configuration and setup of software. This person provides telephone support for all technology users.

ELL PROGRAM

The ENGLISH LANGUAGE LEARNER PROGRAM (ELL) is for students whose native language is other than English and whose difficulty in speaking, reading, writing or understanding the English language is an obstacle in classrooms where English is the only language of instruction.

Federal and state laws which address the ELL Program are the 14th Amendment of the U. S. Constitution in 1868, Title VI of the Civil Rights Act of 1964, Equal Educational Opportunities Act of 1974, Title III of NCLB, and Tennessee Codes Annotated 4-21-901 (1993).



Sumner County Employee Handbook

Sumner County School System



Students are required to fulfill the state and district health requirements of an immunization record and physical examination form. Schools may also request, but not require, social security numbers, birth certificates, and proof of residency.

No Child Left Behind and The Tennessee Department of Education require all districts in Tennessee to administer the Home Language survey to all of its students. This is accomplished through registration procedures. After a student has been identified, the student is assessed using a state approved language assessment instrument. Services specifically designed to improve English skills are provided during the regular school day. Grade level placement is determined using the student's chronological age. Classroom teachers are required to modify the regular grade level curriculum in all content areas in a classroom setting comparable to other students. Documentation of modifications is required.

ELL students are required to participate in the state mandated testing program. In high school, students are required to make passing scores on the Gateway Exams in Biology, Algebra I, and English II to meet graduation requirements. All coursework requirements must also be met. In grades 3-8 students take TCAP Achievement Tests.

The very first date that a student entered a U.S. school (DOE/US) will be considered as the start of year one. If a student has withdrawn to his/her country and returned to the U.S., that same first Date of Entry into a U.S. school is still considered as the beginning of year one.

For more information concerning the ELL Program, contact Kathy Butler, Instructional Coordinator of ELL Programs in Sumner County.

FEDERAL PROGRAMS

The No Child Left Behind Act of 2001 (NCLB) amends the Elementary and Secondary Education Act of 1965 (ESEA) by making significant changes in the major Federal Programs that support schools' efforts to educate the Nation's students. NCLB is based on principles of increased flexibility, stronger accountability for results, expanded options for parents, and emphasis on effective teaching methods based on proven scientifically based professional development strategies that have been shown to increase student academic achievement.

Title I, Part A

Title I, Part A is the largest single federal education program in the nation established by Congress to assist educationally disadvantaged students in schools serving lower income populations. Each year schools eligible for Title I services are identified based on the numbers of students receiving free or reduced price lunches. Once a school is identified, students are eligible for services based on academic need.

Sumner County's Title I Program services grades kindergarten through five in reading and math. Services are provided to students in eligible schools depending on grade configuration and local need as determined by each school's Title I



Sumner County Employee Handbook

Sumner County School System



planning team. Services to identified Title I students include extending the learning time through after school tutoring and summer programs.

Title II, Part A

Under this program, funds are made available to support local activities that aim to improve teacher quality and increase the number of highly qualified teachers and principals. The program focuses on using practices grounded in scientifically based research to prepare, train and recruit high-quality teachers. The goal is to improve teaching so as to raise student achievement in the academic subjects.

Title II funds are used to hire “class size reduction teachers”, provide quality professional development opportunities and assist teachers in reaching “highly qualified” status as required by the NCLB Act of 2001.

Title V

Title V, The Innovative Programs Grant, supports local efforts to implement promising education reform programs, and provide a continuing source of innovation and educational improvement. Title V funds are used to support the Teacher Center including the supervisor’s salary, materials, equipment and supplies.

SPECIAL PROGRAMS

TESTING

The Special Programs Coordinator oversees administration of, analysis of, and interpretation of:

- TCAP Achievement..... (gr. 2-8)
- TCAP Writing..... (gr. 5,8,11)
- TCAP Gateway..... (gr. 9-12)
- TCAP End-of-course..... (gr. 9-12)
- TCAP Exit: ACT, SAT, WorkKeys..... (gr. 12)

and other system-wide, pilot, or specific group testing. He has been designated by the Board as the agent for housing of and interpretation of Tennessee Value Added Assessment System (TVAAS) files for individual teachers, school profiles, and system report cards of compliance.



Sumner County Employee Handbook

Sumner County School System



In compliance with State Board of Education regulations, all mandated testing beginning with the 1992-93 SY is to be done under security guidelines authorized under the 1992 EIA legislation. The basic premise of these guidelines is to ensure that all test materials are to be in a secured setting AT ALL TIMES from the time they are received at each school, during the time they are in use, and until the time they are shipped for scoring. There is a secondary premise of both accountability of and protection for the classroom teacher, so that no inference may be made that materials are inappropriately used. There is a definitive procedure for handling a breach of security, and anyone who is shown to have broken security regulations will come under scrutiny for possible licensure revocation.

SECTION 504

The Special Programs Coordinator acts as liaison among system, school, and parent to ensure compliance in meeting needs of (non-Special Education) pupils according to the Handicapped Act of 1973 and subsequent federal legislation. When disagreements occur among parties, the Special Programs Coordinator acts as the first line mediator to make any recommendations to the Director of Schools for resolution of the points of disagreement. The Special Programs Coordinator may provide information about appropriateness of proposals to any appropriate party up to the point of referral to him for mediation.

CAREER LADDER EXTENDED CONTRACT

The Special Programs Coordinator acts as liaison among teachers, system personnel, and SDE personnel to determine compliance of activities completed by teachers to conform with meeting guidelines of Extended Contract plans. As of June 01, 1997, legislation was passed which allows teachers who were completing (at least) their second year of service in 1996-97 SY to pursue being evaluated for advancement to become Level I status and receive merit pay (as listed below). Advancement to Levels II & III was frozen in 1997 and can no longer be pursued. All currently held Career Ladder certificates are also frozen in place with no further evaluations necessary for continuation of those certificates.

Teachers are eligible for merit salary supplements, as follows:

<u>Merit pay</u>	<u>(half paid in Dec & May payrolls)</u>
Probationary/Apprentice.....	\$-0-
Level I.....	\$1000
Level II.....	\$2000
Level III.....	\$3000

Extended Contracts are available for any certificated individual with Level II and III teachers receiving priority by law for being offered any activity. There are four payroll dates per year (December, last of school year, July, and August), with submission dates for completion of work done for payment approximately ten days prior to pay date. Time requirements may be paid ONLY in two week increments according to the pay/benefit schedule below:



Sumner County Employee Handbook

Sumner County School System



2 weeks	70 hours work +	0 hours vacation pay	\$1000 + 0 sick leave days
4 weeks	133 hours work +	7 hours vacation pay	\$2000 + 1 sick leave day
6 weeks	203 hours work +	7 hours vacation pay	\$3000 + 1 sick leave day
8 weeks	266 hours work +	14 hours vacation pay	\$4000 + 2 sick leave days

RESEARCH

The Special Programs Coordinator acts as a liaison among personnel to provide data in the preparation of submissions for grants, papers, school assessments, preliminary reports, school improvement plans, SACS, or other research-based requirements.

TEACHER OF YEAR

The Special Programs Coordinator compiles submissions from individual school representatives to be submitted to successive levels of competition that culminates in the state program, which proceeds to the national level competition. A teacher must have at least five years experience and plan to remain active in public school teaching for at least two more school years. The program is always "one year ahead," because of the lengthy competition process – e.g., the 2006 competition is scheduled for the 2004-05 SY at local levels.

IMMUNIZATION PROGRAM

The Special Programs Coordinator is responsible for compiling data teachers submit about Kindergarten students (as well as other grades, when warranted by legislation or other special circumstances). Each school's personnel are responsible for assuring that every student has current immunization records on file.

PRELIMINARY REPORTS

The Special Programs Coordinator is responsible for initial compilation of data for submission to the State Department of Education to confirm teacher credentials for licensure and endorsements. After that initial report, there is coordination with the Human Resources personnel to meet compliance with standards.

CAREER AND TECHNICAL EDUCATION (formerly vocational education)

Like all of education, CAREER AND TECHNICAL EDUCATION (formerly vocational education) is in a period of transition. In years past, students enrolled in Career and Technical Education classes developed skills in a variety of occupational areas including cosmetology, machine shop, agriculture, and auto mechanics to name just a few. Many of those programs still exist but have recently taken on a new look as a result of our moving into the new technological/information era in the workplace. The machine technology program now includes instruction in computer numeric controls and statistical processes. The agriculture program now concentrates instruction in horticulture, forestry, wildlife



Sumner County Employee Handbook

Sumner County School System



resources, landscaping and even offers some pre-veterinary courses in addition to the more traditional classes. Family and Consumer Science (formerly home economics education) focuses more on people relationships and skills, parenting skills, nutrition and personal health. Business and Information Technology (formerly office education and typewriting) classes are being enhanced with the latest technology including, but not limited to computers. Keyboarding continues to be the most popular course, but students may also elect courses in web-page design, internet navigation systems, e-commerce, networking, and a number of other courses in information management. All of these instructional programs are driven by skills and competencies that have been identified as necessary by business. In addition, Career and Technical Education instruction strives to reinforce academic teaching. The entire Career and Technical Education department is moving toward the integration of total quality management concepts into the daily instructional program.

The middle school industrial arts program that for so many years offered students an opportunity to develop beginning skills in woodworking and drafting has been totally replaced by a new modular technology program. Technology education exposes students to such areas as desktop publishing, robotics, electronics, computer drafting and aerospace to mention a few of the opportunities available to the 6th-8th graders. The middle school Teen Living program affords students an opportunity to develop life skills.

Eighth-graders are asked to develop, with input from their parents and school counselors, a four-year plan for their high school program. In some cases students are even able to earn college credits while in high school by taking classes for dual credit or articulated credit.

Some Career and Technical Education programs afford students an opportunity to shadow local business leaders. Other students are matched with a mentor electronically so that they might gather information about the world-of-work. This is intended to let students see firsthand what it would be like to be employed in their occupation of choice.

All of the Career and Technical Education classes are being designed to provide students with the knowledge and skills which will help them succeed in the 21st century workplace.

OPERATIONS DEPARTMENT

The Operations Department is responsible for coordinating and directing activities associated with execution of projects that impact Sumner County Schools building construction programs. These responsibilities include but are not limited to the following:

- Building Construction Schedule and Budget Development
- Planning and Preliminary Design
- Real Estate Acquisition
- Building and Grounds Design and Construction
- Furniture Provisioning



Sumner County Employee Handbook

Sumner County School System



- Manage and Monitor Building Energy Efficiency
- Manage Contracted Grounds Maintenance Services
- Warehouse, Manage and Distribute School Commodities, Furniture and Supplies
- Manage School System Fixed Asset Inventory
- Manage School Facility Usage by Public or Private Organizations
- Warehouse and Manage Surplus Equipment
- Manage Disposition of Surplus Assets
- Oversee Trustee Custodial Crew

PUPIL SERVICES DEPARTMENT

The DEPARTMENT OF PUPIL SERVICES identifies and provides services to children ages 3 through 22 with disabilities as defined in the Individuals with Disabilities Education Act (IDEA). In Sumner County, a staff of over 200 teachers and approximately 200 teaching assistants serve over 4600 students with disabilities. The majority of the students, who are identified as mildly disabled or gifted, are served by resource teachers and speech/language therapists located in every school. Students with more severe disabilities are served in extended resource or comprehensive development classes (CDC). These self-contained classes provide programs for students with mild/moderate disabilities. Specialized self-contained classes are located in Hendersonville/Beech area, Gallatin, Westmoreland, and Portland. CDC classes are located in Portland, Gallatin and Beech schools. Students from other areas of the county needing these services are transported on special education buses to the closest age-appropriate program. Homebound teachers serve students determined by a physician unable to attend school. Pregnant girls are also served by the homebound program, although they are not covered by IDEA. Homebound students spend three hours per week with the teacher.

A support staff of psychologists, coordinators, a school social worker, clinical social workers, school nurses, physical and occupational therapists with certified occupational therapy assistants (COTA), work with teachers and students to insure the implementation of IEP's and provide related services. The clinical social workers provide group and individual counseling for behavior-disordered students in self-contained classes. The school social worker coordinates the early identification and placement of preschoolers with disabilities and works with parents in locating appropriate community services.

Students suspected of needing special education services may be referred by the classroom teacher, parent, or other professional knowledgeable of the child's strengths and weaknesses. Before a student can be evaluated, the regular classroom teacher must document the strategies, and supports that have been tried, and the duration of these interventions. Once a referral is received, the school support team will review the referrals and make recommendations.



Sumner County Employee Handbook

Sumner County School System



The team may suggest additional interventions, may recommend that screening tests be administered, or may recommend a comprehensive evaluation. The support team will also prioritize the referrals in terms of when students will be evaluated.

Once the support team recommends a comprehensive evaluation, the school psychologist and other necessary assessment personnel will begin the testing. They will evaluate the student in terms of the criteria established by the Tennessee State Department of Education for any of the following disabilities: learning disability, mental retardation, autism, traumatic brain injury, gifted, speech/language impaired, deaf or hearing impaired, blind or visually impaired, physically impaired, attention deficit disorder, health impaired, multi-disabled, or seriously emotionally disturbed. If a disability is indicated from the evaluation, an IEP-Team will be convened to develop an Individualized Educational Program that will detail the regular and special education services the student needs in order to benefit from his/her educational program in the least restrictive environment.

The CLINICAL SOCIAL WORKERS provide case management duties for all the students in the self-contained behavior classes. Group therapy is provided in each class once per week. Individual treatment occurs when the individual needs more in-depth therapy than can be provided within a group environment. Referrals to appropriate social service agencies and out-patient treatment are also arranged as indicated by the student's specific needs and parental desires. Frequently, due to extreme problems or crisis situations, the clinical social worker, after a thorough assessment of the student and the situation, may procure in-patient hospitalization. In these cases, insurance companies, Medicaid assistance, hospital approval, and strong parental involvement are necessary and coordinated by the clinical social worker. This therapist also leads an ongoing teacher support group for all behavior class teachers and acts as a resource person for problems dealing with psychiatric disorders and medications.

The SCHOOL SOCIAL WORKER'S major role is to accept CHILD FIND referrals for children ages 0-22 who need or are suspected to need special education services, help with transition from early intervention programs into the public school services and provide follow along activities. Family assistance may be provided to the families to secure diagnostic and follow-up medical services needed to maintain attendance at school, and to certify for special education assistance. Home visits can be made to gather documentation for services and/or to assist the family to maintain the child in school.

ADULT EDUCATION PROGRAM

The Sumner County ADULT EDUCATION PROGRAM is a comprehensive program which serves those adults who are at least eighteen years and older who lack basic skills in reading, math, and/or have not received a high school diploma. The program offers year-round day and evening classes.

Some components of the program are: English for speakers of other languages (ESOL), one-on-one tutoring, Adult Basic Education classes, classes at the local jail, and workplace literacy. Through a partnership with the Department of Hu-



Sumner County Employee Handbook

Sumner County School System



man Services, the program offers a Families First class. This class is designed to provide educational services to assist welfare recipients in entering the workforce.

The Adult Education Program has an open enrollment policy; students may begin class at any time during the school year. Classes are currently offered in some county libraries, county high schools, county middle schools, Volunteer State Community College, Sumner County Jail, and various worksites. All services provided to students are free and confidential.

The program serves over a thousand students a year. Through the Sumner County Adult Education Advisory Council, the Adult Education program is able to provide one of the largest GED graduation ceremonies in the state.

For additional information, please call the Adult Education office at 451-5415.

ATTENDANCE DEPARTMENT

The Attendance Department is responsible for enforcing the Compulsory Attendance Law of Tennessee by working with all Sumner County Schools regarding students who are absent and/or tardy too frequently and who have not responded to the corrective efforts made by the building principal. It accomplishes this by:

- Participating in individual sessions with parents, students and teachers when requested by the school administration.
- Referring any student who appears to have exceptional problems which interfere with school attendance or adjustment to school counselors.
- Initiating petitions to juvenile intake, preparing cases for formal hearings and serving as liaison between juvenile court and the school system where students have been delinquent.
- Monitoring private school and home school and preparing State reports on findings.
- Preparing an annual report on suspension, expulsion and promotion/retention. It also maintains accurate records on cases for release from compulsory attendance, private and home school reporting.
- Coordinating disciplinary hearings and zero tolerance maintaining accurate records on M-Team cases.
- Serving as a resource for all schools and students on zero tolerance policies and the McKinney/Vento Act (Homeless Child).



Sumner County Employee Handbook

Sumner County School System



HOMEBOUND PROGRAM

The HOMEBOUND PROGRAM is designed to provide services to students who are medically unable to attend school. Placing a student on homebound requires a written statement from a medical doctor certifying the student's health problem and why it prevents school attendance. The student must also be out of school for more than two weeks.

A parent, teacher, school personnel, etc may make a Homebound Referral. The referral is made to Pupil Services by calling 451-5414 and providing information about the student. Once the medical doctor certifies homebound services are needed for more than two weeks, a homebound teacher is assigned to the student.

The Homebound Program is coordinated with the school but cannot be compared to the regular classroom since the homebound teacher is with each student for only three hours per week. The homebound teacher attempts to cover the most important parts of the subject matter. The goal is to keep the student in touch with the regular school program during his/her absence from school.

The homebound teacher can teach most subjects at home. The exception is some technical classes, which involve special machinery, and some advanced math, physics, chemistry, and foreign languages. The homebound teacher also works with the student and the school in providing a smooth transition back to school.

MAINTENANCE DEPARTMENT

The Maintenance Department currently has a staff of 49 personnel. Those 49 persons include office staff, purchasing, working foreman, print shop, personnel, energy management, zoning, carpenters, locksmiths, painters, electricians, plumbers, electronic technicians, HVAC technicians, building maintenance men for each high school, trustee supervisor, and ground maintenance personnel.

The Maintenance Department is responsible for the continued daily maintenance and repair of all Sumner County schools and Board of Education affiliated offices ensuring a safe school environment for all students and staff. The department maintains over 4.6 million square feet of building space on a daily basis. Not only do they make repairs and upgrades to current school buildings, they are also responsible for field houses, portable class rooms, green houses, and other miscellaneous buildings. They maintain buildings that date back to an original construction date of 1922 as well as the newest most modern school facility that was built in 2004.

The most important criteria for maintenance cost management is to manage human resources. The School Dude/Maintenance Direct work order module efficiently schedules and tracks the work of all employees while creating the in-



Sumner County Employee Handbook

Sumner County School System



formation required to analyze workloads. This allows the Maintenance Department, to optimize human resources abilities and time. By tracking all maintenance cost and activity by skill codes, the department is able to evaluate the maintenance needs of Sumner County Schools. The Maintenance Department averages 20,000 completed work orders per year.

TRANSPORTATION DEPARTMENT

School bus transportation is an integral part of Sumner County's educational system. The School bus driver is expected to present a strong role model for children, as well as represent the school district before the public. If the school bus driver sets an example of good driving practices, his or her attitude of professional responsibility encourages the development of social responsibility among students. Likewise, good driving practices promote general public confidence in school personnel and programs.

The first and highest priority of the Sumner County Department of Pupil Transportation is the safe delivery of students to and from school. The safety of every student depends on the judgment and skill of the school bus driver. The driver must accept the responsibility for the lives of many young people.

The transportation department transports approximately 28,000 children per day and the buses cover approximately 5,500 miles, with 158 routes that combine into over 800 different runs per day. Our buses run over a million miles each year. Hundreds of thousands of miles are driven for out of the classroom activity trips. Additionally, we operate 28 specially equipped lift buses for special education students. This activity is considered curb to school service. Our special buses have attendants who care for the students while they are in transport. Maintenance of all these buses and all other School Board vehicles is done in a 10 bay garage locate adjacent to the Gallatin Airport.

Activity trips must be requested using the "Extra-Curricular Activity Trip Request Form". A two-week notice is required for trips that require the use of a school bus. School buses cannot be used for activity trips if the time involved will interfere with the morning or afternoon pick-up and delivery schedule. Charter buses may be obtained by the school principal.

School bus safety is the responsibility of all school personnel. Extra care must be taken by the classroom teacher when assigning a young student to a particular bus. A nametag with the student name and address may be required. A student will only be allowed to leave the bus at his or her assigned school and at the regular assigned bus stop. The bus driver must have written permission from the school principal before a student will be allowed to leave the bus at a different location.



Sumner County Employee Handbook

Sumner County School System



School bus loading zones exist at each school. This area is a very dangerous area for our students. Each Sumner County School employee should be alert to any safety concerns that may exist in this area of the school campus. Problems or concerns should be immediately reported to the building principal.

The Department of Transportation helps develop and maintain information concerning school attendance zones, school bus stop locations and the 911 addresses of all roads and streets. School bus routes are designed using computer mapping software specially designed for that purpose.

Providing the Director of Schools with information concerning inclement weather is the responsibility of the transportation department. The department constantly monitors weather conditions and makes recommendations about school closing and early dismissals. Transportation personnel are on the streets and roads very early in the morning if inclement weather is in the forecast. A decision is made by 5:30 AM. Using coded information and passwords the decision is sent to the news media and immediately posted on the school system web site.

ANTI-DISCRIMINATION, HARASSMENT, BULLYING & RETALIATION

AUTHORITY: Tennessee Human Rights Act; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973

PURPOSE: To establish a working and learning environment free from harassment

APPLICATION: All Employees, Students

DEFINITIONS: Included within policy

POLICY:

I. GENERAL STATEMENT OF POLICY

It is the Sumner County School Board policy that all Students and Employees shall not be subjected to unlawful discrimination, harassment or retaliation. It is committed to safeguarding the right of all Students and Employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of discrimination, sexual harassment, harassment and bullying



Sumner County Employee Handbook

Sumner County School System



Accordingly, we will promote learning and working environments free from all forms of unlawful discrimination, harassment and retaliation, and insist that all Students and Employees be treated with dignity, respect and courtesy. Harassment, either intentional or unintentional, has no place within the school system or work environment. The Sumner County School Board maintains a “zero tolerance” policy regarding unlawful discrimination, harassment, bullying and retaliation. The Sumner County School Board prohibits not only actions which are sufficiently severe to be unlawful, it also prohibits conduct and comments which are not severe enough to violate state, federal or local law but which are still inappropriate in our schools and workplace. Discrimination, harassment, bullying, or retaliation occurring in the school system and workplace or in connection with Student activities or work in violation of this policy, is counterproductive to the Sumner County School System and will not be tolerated.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of age, sex, race, color, disability, marital status, national origin, religion, and creed.

II. DISCRIMINATION DEFINED AND PROHIBITED

Discrimination generally involves treating one Student, Employee, or applicant differently from another in connection with terms or conditions educational programs or activities, employment issues such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training because of that Student's, Employee's or applicant's gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, citizenship status or other legally protected status where there is no bona fide educational, occupational qualification or legitimate business reason for the differing treatment. It also could involve a failure to make a reasonable accommodation in certain circumstances and where doing so would not involve an undue burden. Any Student or Employee of this school system shall be disciplined for infractions of this policy as provided for herein.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual Harassment is defined as unwelcome or unwanted sexual advances, behavior or conduct whether verbal, physical or visual that is based on a person's gender or interferes unreasonably with Student activities, work performance or creates a hostile learning or working environment. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature constitutes sexual harassment when:

Submission to the conduct or communication is made (implicitly or explicitly) a term or condition of obtaining or retaining employment; or of obtaining an education;

Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or learning environment. Any



Sumner County Employee Handbook

Sumner County School System



sexual harassment as defined when perpetrated on any Student or Employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching or blocking one's path or egress;

Implicit or explicit sexual propositions, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;

Sexually suggestive or degrading remarks, including sexual innuendoes, jokes, kidding or teasing;

Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance; including touching oneself sexually or talking about ones sexual activities in front of others;

Vulgar or obscene language:

Display of sexually explicit or offensive printed or visual material, including but not limited to photographs, calendars, graffiti, cartoons, e-mails, drawings or notes including making and playing sexually explicit audio/video tapes;

Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

Spreading rumors about or rating other individuals as to sexual activity or performance.

IV. OTHER FORMS OF HARASSMENT based on an Student's or Employee's gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; or unreasonably interferes with Student's learning environment or an Employee's work performance; or creates an intimidating, hostile or offensive learning or work environment is also expressly prohibited. This includes but is not limited to the following unwelcome conduct, whether written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status include: (a) Epithets, slurs, negative stereotyping, disparaging remarks or intimidating acts based on any of the protected categories listed above; (b) Telling or forwarding jokes directed to someone's protected status, such as racial or ethnic jokes, regardless of whether "everyone tells them back and forth;" (c) Posting, forwarding, showing or displaying in any manner cartoons that make fun of any group, religious belief, sex, or individual because of his or her protected status; (d) Forwarding offensive e-mails, printing them out or displaying them in any manner.



Sumner County Employee Handbook

Sumner County School System



V. PREVENTION / REPORTING PROCEDURES

Any person who believes he or she has been the victim of discrimination, sexual harassment or harassment as defined in section II - IV of this policy by a Student or an Employee of the school system, or any third person with knowledge or belief of conduct which may constitute discrimination, sexual harassment or harassment should report the alleged act(s) immediately to the appropriate school system official as designated by this policy. All Students and Employees should not assume The Sumner County School System is aware of his / her concern. In order to allow the School System to prevent and correct harassing and discriminatory conduct, it is essential that all Students and Employees use this reporting procedure and that The Sumner County School System receive information about every instance of such conduct in a timely manner. Accordingly, every Student and Employee should understand that under no circumstances should a Student or Employee believe that he or she can not or should not report any discrimination, harassment or retaliation. Do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation. No person in The Sumner County School System, not even the Director of Schools, is exempt from this policy.

The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

A. In Each School - The school principal is the person responsible for receiving oral or written reports of discrimination, harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Director of Student and Employee Relations (as appointed by the Director of Schools) immediately. A written report will be forwarded simultaneously to the Director of Schools. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Director of Student and Employee Relations. Failure to forward any discrimination, sexual harassment or harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Director of Student and Employee Relations.

B. System-wide - Prior to June 30 each year, the Director of Schools will designate the system's Director of Student and Employee Relations and Title IX coordinator to receive reports or complaints of sexual harassment from any individual, Employee or victim of discrimination, sexual harassment or harassment and also from the school principals as outlined above. This appointment will be made public at the next regular meeting of the Board of Education and will include the appointee's name, office phone number and office mailing address. If the complaint involves the Director of Student and Employee Relations, the complaint shall be filed directly with the Director of Schools. If the complaint involves the Director of Schools, the complaint shall be made to the School Board Attorney.

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

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.



Sumner County Employee Handbook

Sumner County School System



VI. INVESTIGATION AND RECOMMENDATION

By Board authority, the Director of Student and Employee Relations, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system officials and/or by a third party designated by the Director of Schools. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Director of Schools.

In determining whether alleged conduct constitutes discrimination, sexual harassment or harassment, the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved and the context in which the alleged incidents occurred shall be considered.

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

In addition, the Director of Schools shall take immediate steps to protect the complainant, Students and Employees pending completion of an investigation of alleged harassment or sexual harassment. All investigations will be kept confidential to the fullest extent possible.

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

VII. SCHOOL DISTRICT ACTION

- A.** Upon receipt of a recommendation that the complaint is valid, the Director of Schools shall take such action as appropriate based on the result of the investigation.
- B.** The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the Director of Student and Employee Relations. The report shall document any disciplinary action taken as a result of the complaint.
- C.** The Director of Schools shall take other steps as are necessary to prevent recurrence of the harassment.
- D.** The Director of Student and Employee Relations shall keep the complainant informed of the status of complaints.

VIII. NO RETALIATION

The Director of Schools shall discipline any individual who retaliates against any person who reports alleged incidents of discrimination, sexual harassment or harassment (as defined in section II - IV of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or



Sumner County Employee Handbook

Sumner County School System



sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment which creates a hostile learning or working environments. The Sumner County School Board maintains a “zero tolerance” policy against any such retaliation. Employees should promptly report any retaliation through the channels detailed above.

IX. NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident or advance or consent of a sexual nature constitutes harassment. Surrounding circumstances will be considered.

False accusations of discrimination, sexual harassment or harassment (as defined in section II - IV of this policy) can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes false accusation, for any reason which would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may be available under state and/or federal law.

XI. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the reporting of suspected abuse to appropriate authorities.

XII. DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and school system policies. The Director of Schools will take such disciplinary action deemed necessary and appropriate.

XIII. POLICY DISTRIBUTION

This guideline covers all Students, Employees, vendors, independent contractors, co-workers or clients whose conduct may occur in or impact upon any school or workplace or any Student or Employee of The Sumner County School System.

A copy of the foregoing policy and reporting procedure shall be published in the Board's Policy Manual, shall be included in each Student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

Staff development will be provided to all Employees to support this policy.



Sumner County Employee Handbook

Sumner County School System



FUNDS MANAGEMENT---EMPLOYEE RESPONSIBILITY

The following regulations set forth by the Tennessee Internal School Uniform Accounting Policy Manual, Section 6 and the Sumner County Board of Education govern the Sumner County Board of Education fiscal activity. These regulations, as well as others specified in board policy, must be followed by all school employees.

- Purchase requisition authorization is required for all purchases. Purchase orders should be properly completed (dates, vendors, amounts, etc.) prior to the issuance of the order.
- All disbursements must be supported by invoices, cash receipts, or other adequate supporting documentation.
- Three competitive bids are required for the purchase of single items or the multiple purchase of the same item totaling \$500 or more. Board approval is required for purchases of \$10,000 or more.
- Formal (sealed) bids, public advertisement, and board approval are required for the purchase of single items or the multiple purchase of the same item totaling \$10,000 or more.
- Teachers are required to utilize a dated log (collection sheet) to record all collections. This is to be turned in to the school bookkeeper daily, along with the funds, for receipt and deposit into the school financial records.
- School funds should never be taken home by individuals.
- Student body activity and other internal school funds must not be used for any purpose which represents an accommodation, loan, or credit to anyone. Personal checks must not be cashed for the purpose of making change or as an accommodation to individuals.
- Public property must not be taken from the school premises for personal benefit. This is not intended to restrict the temporary loan of equipment to charitable or public service organizations when approved by the principal or director.
- All employees will comply with the contents of the Tennessee Internal School Uniform Accounting Policy Manual, and all policies of the Sumner County Board of Education.



Sumner County Employee Handbook

Sumner County School System



Employee Use of Technology Resources and the Internet

AUTHORITY: TCA 49-2-203

PURPOSE: To establish employee guidelines for using technology resources and the Internet

APPLICATION: All employees

POLICY:

The Sumner County Board of Education offers employees of the Sumner County School System access to the Internet, the network, and electronic mail (e-mail) as a business tool.

Access to e-mail and the Internet will enable employees to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Although there is some degree of risk in offering Internet access, we believe that benefits to the school system exceed any disadvantages.

Internet and E-mail Policy

The network is provided for authorized employees to conduct research and communicate with others. Access to the network services is given to employees who agree to act in a considerate and responsible manner. Internet access and e-mail accounts are issued only after approval by Sumner County Board of Education Technology Department. Access can be revoked at any time if network security or protocol is compromised or for violation of Acceptable Usage Policy guidelines.

All student activities using the network or Internet must be closely supervised and must be designed around educationally relevant objectives.

All files and messages are subject to Sumner County Board of Education review. Messages must be deleted regularly to conserve space.

Personal Responsibility

Having access to electronic research requires employees to maintain consistently high levels of personal responsibility. Additionally, the Tennessee Code may impose penalties, fines, and/or imprisonment for unauthorized computer use.

Access to electronic research represents a scarce and expensive resource. Employees are allowed to conduct electronic network-based activities that are workplace related. Personal activities will be limited to and will in no way interfere with computer time and use for which the hardware and software are intended or with employee's work activities and schedule.



Sumner County Employee Handbook

Sumner County School System



Warranties

Sumner County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sumner County School District will not be responsible for any damages suffered by any employee. This includes loss of data resulting from delays, non-deliverables, or service interruptions caused by its own negligence or employee errors or omissions. Use of any information obtained via the Internet is at the employee's own risk. Sumner County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Inappropriate Uses and Practices

The following practices are considered unacceptable, and may be subject to disciplinary actions including written warnings, revocation of network access privileges and accounts, and/or up to and including termination.

The Board reserves the right to report any illegal activities to appropriate authorities.

1. Visiting Internet sites that contain obscene, hateful, or otherwise objectionable materials; sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass, discriminate, or intimidate another person.
2. Sending and receiving unusually large e-mails or attachments; sending or forwarding electronic chain letters.
3. Spending time on unapproved non-school/non-school system business.
4. Soliciting e-mails that are unrelated to school activities, or soliciting non-school business for personal gain or profit.
5. Representing personal or political opinions as those of the Board, school, or school system.
6. Using the Internet or e-mail for gambling or other illegal activities.
7. Making or posting indecent remarks, proposals, or materials.
8. Uploading, downloading, or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
9. Unauthorized use of software enabling remote access to the network (Apple Remote Access, PCAnywhere, Carbon Copy, etc.)
10. Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or unauthorized sustained high volume network traffic which substantially hinders others in their school business related use of the network.
11. Electronically or physically damaging software or hardware components of the network.
12. Revealing or publicizing confidential information regarding employees or any information regarding students.
13. Examining, changing, or using another person's files, output, account, or user name without authorization.
14. Attempting to gain unauthorized access to accounts or files on the network, including the Internet.
15. Sharing accounts or passwords with students or unauthorized personnel, or leaving accounts open and unattended.



16. Other inappropriate uses of the Internet or network resources that may be identified by the Director and/or designated supervisory employees

CONFIDENTIAL STUDENT INFORMATION

State and federal law make information about students private and confidential. Information such as Progress and Grades, Discipline Record, Attendance Record, Medical History and Status, Special Education or Custodial situation are NOT to be discussed with or otherwise disclosed to anyone outside the School System or with any School System employee or with any individual who does not have a legal and legitimate "right to know."

Inappropriate release of the above listed information by an employee or volunteer of the Sumner County Board of Education could result in disciplinary actions up to and inclusive of termination of employment or services. Moreover, you could be sued personally for improperly disclosing such information.

The above information and the related consequences of inappropriately releasing student information have been explained to me.

OCCUPATIONAL COMPENSATION PLAN

The Sumner County Board of Education provides compensation for work-related injuries for each employee through the Occupational Compensation Plan of the Sumner County Casualty Self Insurance Board. When an injury or accident occurs on the job, an employee must promptly notify their principal or immediate supervisor. This must be done even if the employee does not feel the need for medical attention. The employee is also responsible for reporting where, what, when and how the injury or illness occurred with enough information that medical treatment can be started and the necessary reports completed. If the injury is life threatening, qualified emergency transportation should be obtained and the principal or immediate supervisor notified as soon as possible. It is important the incident be reported within 24 hours or the next scheduled workday. The principal or immediate supervisor of the employee is responsible for seeing that the Worker Injury Report is completed and forwarded to the Risk Management Office.

BELOW ARE THE STEPS TO FOLLOW FOR TREATMENT OF WORK-RELATED INJURIES FOR SUMNER COUNTY EMPLOYEES:

1. Immediately report the incident to your supervisor/department head.



Sumner County Employee Handbook

Sumner County School System



2. The supervisor/department head should then contact the Risk Management Office. If the injury occurs after normal business hours, please leave a voice mail message with Risk Management and they will contact you the next business day.
3. Complete the Occupational Injury Report provided to each department by the Risk Management Office, immediately fax to the Risk Management Office at 451-6052 and mail the original to 355 N. Belvedere Drive, Suite 210, Gallatin, TN 37066.
4. If medical attention is necessary, contact the Risk Management Office for direction on which treatment facility should be used for on the job injuries. In the event an incident involves a serious injury, please report to the nearest Emergency Room and notify Risk Management of the treatment sought as soon as possible.

**Note: If medical attention is necessary, be reminded that Risk Management must give authorization for treatment to the treating facility before the employee receives medical attention.*

Also, be reminded the Occupational Injury report should be completed and mailed to the Risk Management Office within seven (7) days of the injury.

**FAILURE TO HAVE ALL MEDICAL TREATMENT AUTHORIZED BY THE RISK MANAGEMENT OFFICE
MAY RESULT IN DENIAL OF PAYMENT.**

Standards of Conduct

In order to sustain Sumner County School's high educational standards and community relations, we try to address disciplinary problems in an efficient, fair and timely manner. Discipline for performance and behavioral problems may range from verbal warnings to termination, as determined by the Director of Schools, within School Board Policy and Tennessee Regulations. The objective is, where possible, to correct performance and discipline problems proactively to achieve positive results while protecting Students, Sumner County Schools and it's Employees.

Listed below are some of Sumner County School's rules and regulations. This list should not be viewed as all-inclusive. In addition, Sumner County Schools reserves the right to discipline or discharge for conduct not listed below within Tennessee Regulations. Examples of behavior and conduct that Sumner County Schools considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of Director of Schools, include, but are not limited to, the following:

- a. Falsifying or altering employment or other Sumner County School records, including supplying false or misleading information when applying for employment or at any time during employment.
- b. Violating Sumner County School's Anti-discrimination, Harassment, Bullying, and Retaliation policy;



Sumner County Employee Handbook

Sumner County School System



- c. Violating any of Sumner County School's policies;
- d. Establishing a pattern of excessive absenteeism or tardiness;
- e. Discussing confidential Student information with unauthorized Employees or individuals or in any areas where unauthorized Employees or individuals could overhear the conversation;
- f. Disclosing without authorization or misusing confidential Student, Employee or Sumner County School System information;
- g. Reporting to work intoxicated, under the influence of non-prescribed drugs or otherwise unfit for duty;
- h. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs;
- i. Bringing or using alcoholic beverages on Sumner County School Board property or at any school events.
- j. Refusing to undergo a drug or alcohol screen upon request;
- k. Using obscene, abusive, or threatening language or gestures;
- l. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Sumner County School Board Property or while representing the Sumner County Schools;
- m. Threatening, intimidating or coercing fellow Employees, Students or parents on or off Sumner County School Board Property at any time for any purpose;
- n. Stealing property from, or unauthorized possession of the property of fellow Employees, Students or Sumner County Schools;
- o. Fighting or horseplay or provoking a fight on Sumner County Schools property;
- p. Having unauthorized firearms or other weapons on Sumner County School Board property or while on Sumner County School business;
- q. Smoking on Sumner County School Board property or at any school events.
- r. Disregarding health, safety or security regulations;
- s. Failing to report any personal injury sustained while on the job;
- t. Engaging in an act of sabotage or willfully or with gross negligence causing the destruction or damage of Sumner County School property or the property of Students or fellow Employees.
- u. Unauthorized removal, duplication, or transferring possession of Sumner County School Board Property master keys;
- v. Altering a check, making unauthorized charges to a Sumner County Schools account, or knowingly overcharging a Student;
- w. Failure to follow Sumner County Schools policy regarding handling of cash, deposits or other established accounting procedures;
- x. Unauthorized use of Sumner County Schools telephones or equipment or facilities;
- y. Unauthorized social conduct or fraternization with Students, including dating, emailing or text messaging at any time;
- z. Unprofessional appearance or conduct;
- aa. Making or publishing false, vicious, or malicious statements while on school property, school business, or using school equipment, concerning any Employee, Student, Principal, Director of Schools, or the Sumner County School System;
- bb. Engaging in insubordination;
- cc. Loitering or sleeping on the job;



Sumner County Employee Handbook

Sumner County School System



- dd. Leaving school premises without permission or failing to remain in your work area until the end of your work day unless released earlier by your Supervisor, Principal, Department Director or [Director of Schools](#).
- ee. Refusing to allow packages, desks, classrooms, Sumner County School vehicles and offices to be examined;
- ff. Improper recording of hours worked or punching another Employee's time card;
- gg. Entering a school or office after normal work hours without prior proper authorization.

If an Employee's performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of Sumner County Schools, based on violations of either the above or any other of Sumner County School's policies, administrative rules or Tennessee Regulations, the Employee will be subject to disciplinary action up to and including termination of employment as set forth in the due process policy covering progressive discipline.



Sumner County Employee Handbook

Sumner County School System



INDEX

	Page
Administration.....	5
Adult Education Program.....	37
Annual Leave.....	9
Anti-Discrimination, Harassment & Retaliation Policy.....	41
Application Specialist.....	30
Attendance Department.....	38
Background Checks.....	20
Benefits.....	8
Bereavement Leave.....	10
Bus Duty.....	12
Cancer Insurance.....	13
C.A.R.E. Program.....	5
Career Ladder Extended Contract.....	33
Career & Technical Education (formerly Vocational Education).....	34
Certification Verification.....	17
Change of Information.....	19
Confidential Student Information Policy.....	50
Courier.....	28
Dental Insurance.....	9
Direct Deposit.....	8
Employee Benefits Center.....	9
Employee Use of Technology Resources and the Internet Policy.....	48
ELL (English Language Learner).....	30
Evaluation.....	16
Experience.....	18
Extended Leaves.....	10
Family and Medical Leave.....	20
Family Resource Center.....	5
Federal Programs.....	31
Finance Department.....	7
Fiscal Guidelines.....	7
Funds Management—Employee Responsibility Policy.....	47
Health Insurance.....	9



Sumner County Employee Handbook

Sumner County School System



Hepatitis B.....	19
Homebound Program.....	39
Human Resources Department.....	15
Immunization Program.....	34
Instructional Coordinators.....	27
Instructional Department.....	26
Instructional Technology.....	30
IRS Section 125 Cafeteria Plan.....	12
Jury Duty.....	12
Just Say No Program.....	5
Liability Insurance.....	11
Licensure.....	18
Local Evaluations.....	16
Long Term Disability Insurance.....	13
Maintenance Department.....	39
Materials Center.....	27
Mentoring Program.....	5
Miscellaneous Benefits.....	13, 20
NOAHS Program.....	6
Non-Tenure.....	16
Notice of Ending Employment.....	19
Occupational Compensation Plan.....	10, 50
Operations Department.....	35
Overtime Compensation Procedures.....	14
Peer Mediation Program.....	5
Personal Leave.....	10
Personnel Files.....	18
Preliminary Reports.....	34
Prevention Coordinator.....	6
Pupil Services Department.....	36
Renewal of Professional License.....	18
Research.....	34
Resignation.....	17
Retirement.....	13, 14
Safe and Drug Free Schools Program.....	5
School Nutrition Program.....	14
School Resource Officer Program.....	6
School Year.....	17
Section 504.....	33
Sexual Harassment.....	19, 42

Sick Leave.....	12
Sick Leave Bank.....	12
Special Programs.....	32
Standards of Conduct.....	51
S.T.A.R.S. Program.....	6
Substitute Teacher Guidelines.....	21
Sumner County School News.....	28
Tax Sheltered Annuities.....	13
Teacher of the Year.....	34
Tenure.....	15
Term Life Insurance.....	13, 14
Terms of Employment, Non-Exempt Classified Positions.....	22
Testing.....	32
The Teacher Center.....	28
Transportation Department.....	40
United Way.....	13
Unity.Com.....	6
Vacancies.....	17
Youth Alive and Free.....	6

