

# STEWART COUNTY HIGH SCHOOL



## TEACHER HANDBOOK 2021 – 2022

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## ***General Policies***

### **General Information**

1. All teachers should arrive at school no later than 7:35 and stay until 3:05. Notify the office if you need to arrive late or leave early.
2. On assigned Early Morning Duty days, arrive in your assigned area by 7:10. Sign in with the office when you arrive at school. Please trade early morning duties with another teacher on days you know you are going to be absent.
3. All club meetings and extra-curricular activities should be approved by the principal prior to the meeting date.
4. All teachers are to attend assembly programs and sit in the bleachers in your assigned area if the entire student body is in attendance.
5. Please reserve Wednesdays from 3:00 to 4 PM for faculty and departmental meetings. Please keep these days open.
6. Teachers are expected to dress professionally. Jeans are not appropriate. Exceptions to these guidelines will be made for teachers in classes that dictate alternate clothing. Fridays will be designated as “casual day”. See BOE policy for detailed dress code.
7. If you keep a student after class or cause a student to be tardy to his next class, please send a note to the next teacher.
8. Do not send students to other teachers to ask that a student be allowed out of class. If you need that student make contact with the teacher.
9. Do not open outside doors for guests entering the building. They should ring the buzzer and be admitted from the office.
10. Log items taken from the bookstore for your own use in the classroom. A log sheet is kept to record items taken by teachers as required by the auditor.
11. Students should not be allowed to leave class to make phone calls, except in the case of emergencies.
12. Fill out an accident report and turn it in to the office if any student under your supervision is injured.
13. The principal is to be notified and approve all guest speakers coming to a classroom.
14. A class syllabus needs to be sent home for students and parents. A copy also needs to be sent to the principal
15. Schedule school related activities on the calendar as soon as possible. A specific calendar is available in the office for your reference.
16. Do not take students outside during class time without notifying the office.
17. Do not leave your class unattended.
18. Notify the office if your class is meeting in an area other than its normal classroom.
19. Contact the librarian to reserve AV materials.
20. Mail will be placed in teacher boxes in the office.
21. Students should not be placed in the hallways for punishment.
22. Students should not be sent to the Teacher Work Areas.
23. Teachers should turn off their classroom lights and check their doors and windows to be sure they are locked before leaving the school building.
24. Class parties are to be kept to a minimum. Contact the principal before planning a party.
25. All students will be dismissed through the office. Parents are not to go to the classroom unless they have permission from the office.
26. Take attendance at the beginning of EVERY period.

### **Board Policy Manual**

A copy of the Stewart County Board of Education Policy manual is available for all employees. Copies are located in the library, Principal’s office and at the Board of Education. Teachers are expected to follow all Board Policies at all times. If you have any questions concerning these policies see the Principal.

### ***Semester Dates***

- Q-1 8/12/21 – 10/22/21
- Q-2 10/25/21 – 1/14/22 (End of Semester 1)
- Q-3 1/18/22 – 3/18/22
- Q-4 3/21/22 – 5/27/22 (End of Semester 2)

## ***Bell Schedule***

7:35	Report to 1 <sup>st</sup> Period
7:45	Tardy Bell 1 <sup>st</sup> Period
8:39	Dismiss 1 <sup>st</sup> Period
8:43	Tardy Bell 2 <sup>nd</sup> Period
9:35	Dismiss 2 <sup>nd</sup> Period
9:39	Tardy Bell 3 <sup>rd</sup> Period
10:31	Dismiss 3 <sup>rd</sup> Period
10:35	Tardy Bell 4 <sup>th</sup> Period; Begin Group A Lunch
11:02	End Group A Lunch; Begin Group B Lunch
11:06	Tardy Bell Group A
11:29	End Group B Lunch; Begin Group C Lunch
11:56	End Group C Lunch
12:00	Tardy Bell 5 <sup>th</sup> Period
12:52	Dismiss 5 <sup>th</sup> Period
12:56	Tardy Bell 6 <sup>th</sup> Period
1:48	Dismiss 6 <sup>th</sup> Period
1:52	Tardy Bell 7 <sup>th</sup> Period
2:45	Dismiss 7 <sup>th</sup> Period... Bus Group/Drivers/Car Riders

## ***General Procedures***

### **Emergency Procedures**

Each staff member should have a copy of the Incident Response Manual; this should be posted in each classroom. Teachers are responsible for making themselves and their students familiar with procedures for Tornado, Fire and Earthquake.

### **Visitors**

All visitors must report to the office to receive a Visitor Pass. This pass must be displayed at all times while a visitor is in the building. If a person is in the building without a visitor pass a faculty member should escort them to the office. Teachers should ask vendors to visit them during their planning time.

### **Leaving School/Planning Period**

You need to inform the office if leaving campus during your planning period.

### **Substitutes**

**Attendance of teachers is very important for the efficient operation of the school and for insuring the academic achievement of our students.** In the event you need a substitute contact the office as soon as possible. To reserve a sub for a planned absence see Dr. Gray to place your name on the calendar. For planned absences turn in a copy of your assignments to Dr. Gray at least one day prior to the absence.

Personal days will not be granted on days with a large number of teachers absent or on days immediately preceding a holiday or scheduled break from school.

For unplanned absences contact Mrs. Gaston on her cell phone, 216-6819 prior to 6:30 in the morning, or the night before if possible. After 6:30 a.m. contact the office, do not leave a message on the answering machine unless you have exhausted all avenues to reach Mrs. Gaston/Dr. Gray or to contact someone in the office. When you make contact with school personnel please have your assignment for the day ready to relay at that time.

## **Announcements**

Announcements will be made over the intercom at 7:45 each morning. Mrs. Gaston must receive any teacher requested announcement by email no later than 7:30 that morning. Daily Announcements are posted on the school website for accessibility.

## **Planning**

One seventh of the school day is set aside for planning. This extended planning time is to be used for instructional planning and school related work. **Leaving campus during your planning time is to be kept to a minimum and must be approved by an administrator.**

Lesson plans should be kept on your desk and be available for viewing. The Tennessee Curriculum Standards or Competency Profile taught each day should be designated on your lesson plans. They should also contain as a minimum the objectives for the day and the procedures used to accomplish them.

## **Attendance at Extra-Curricular Activities**

All teachers are encouraged to attend as many school functions and activities as possible. Teachers are required to attend any event sponsored by a club or group under their supervision.

## **Required Events**

**Teachers are required to attend the following events:**

1. Parent Teacher Conferences as indicated on school calendar
2. Academic Banquet (April 26) 6:30pm
3. Black and Gold Awards Program (May 10) 6:00pm
4. Graduation (May 20) 7:00pm

## **Medicine**

Students are not to self-administer any medicines, prescription or otherwise without written permission from the office. State law requires that all medicines be kept in the office in its original container and be administered by the office under very specific guidelines. If a student has specific medical needs, the school nurse will contact you. A list of students with medical conditions will be distributed as soon as possible after the start of school.

## **Videos**

All videos shown during class time must be previewed by the teacher and approved by the administration. A preview form must be signed by the teacher and submitted to the administration to receive approval of a video. A video must be approved only once for each class. Exceptions to this policy are videos from the library and the Teacher's Center.

Videos are not to be shown for entertainment purposes only.

Videos should be tied to the curriculum and activities included in the lesson relevant to the video.

R-rated videos are not to be shown under any circumstances.

## **Telephone**

A telephone is provided for teachers to use in each Teacher Work Area. Please keep personal calls to a minimum.

## **Teacher Center**

Each teacher has an allowance of \$25 for supplies and services at the Center for Teaching and Learning. If you go over the \$25 for the purchase of classroom instructional materials you may charge these to SCHS and it will be paid from your instructional supply account. *Copying charges will not be paid.*

The courier service will assist you in getting items to and from the Center.

## **Flower Fund**

Participation in the Flower Fund is optional. Any teacher who wishes to participate is requested to donate \$25 annually to the Flower Fund. This will be collected after the August pay period. Flowers will be sent to any employee admitted to the hospital. Also, flowers will be sent to the funeral of an employee, spouse, child, parent, sibling, mother in law, or father in law of an employee.

## **Instructional Supplies**

You will be notified when BEP funds become available; each teacher has \$200 to spend on instructional supplies. A PO must be requested via email before a purchase. Once a P.O. has been approved you may check out credit cards from the bookkeeper for Wal-Mart, Dollar General, Office Depot or order online at Amazon and Quill. April 1st is the deadline to use your BEP funds. Any unused BEP funds will be used to purchase paper and toner.

## **Candy and Food Sales**

1. Stewart County Board Policy requires food items not be sold to students prior to the end of the last lunch period.
2. Teachers must require students selling food items as a fund-raiser to follow this policy.
3. Teachers should not allow students to sell these items in their presence prior to the end of third period.

## **Field Trips**

1. All field trips must connect to the curriculum and have educational merit.
2. Proper supervision must be insured before a trip is authorized.
3. Proper conduct should be stressed.
4. Specific objectives and/or competencies from the state curriculum must be included in the Field Trip Lesson Plan.
5. A Field Trip Lesson Plan must be filled out and approved a minimum of one week prior to the trip.
6. Transportation forms must be completed. (See the principal)
7. All overnight or out-of-state trips must have Board approval.
8. All students must have a permission slip signed by a parent/guardian to accompany a group.
9. A list of students going on a trip should be turned in to the office before 7:45 the day prior to the trip.
10. On the day of the trip, a revised list of students going on the trip should be turned in before leaving.
11. Any student that does not cooperate with the teacher in charge or other chaperones should be reported to the office.
12. All students should accompany the teacher to and from the destination. Any alternative to this must be worked out between the parent and the principal before leaving on the trip.
13. Field Trip forms are included in the appendix.

## Teacher Assignments

### Club Assignments

<b>Drama</b>	<b>FBLA</b>	<b>FFA</b>	<b>FCCLA</b>	<b>HOSA</b>
Christina Anderson	Heather Atkins Mary Lambert	Brandon McMillan	Abby Cunningham	Tanya Tippit
<b>Math</b>	<b>Foreign Language</b>	<b>Beta</b>	<b>Skills USA</b>	<b>FCA</b>
Penny Parsons	Sarah Keator Brittany Tabor	Jordan Burkhart	Kim Berry Shawn Suiter	Becky Grasty

### Class Sponsorship

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>
<ol style="list-style-type: none"> <li>1. Brittany Tabor, <i>Chairperson</i></li> <li>2. Megan Fitzhugh</li> <li>3. Carlee Gray</li> <li>4. Will Gray</li> <li>5. Gilbert Harper</li> <li>6. Ronald Morris</li> <li>7. Allen Ralls</li> </ol>	<ol style="list-style-type: none"> <li>1. Heather Martin, <i>Chairperson</i></li> <li>2. Christina Anderson</li> <li>3. Jordan Burkhart</li> <li>4. Austin Byrd</li> <li>5. Jon Offutt</li> <li>6. Shawn Suiter</li> <li>7. Joe Tanner</li> <li>8. Ashley Threatt</li> </ol>
<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
<ol style="list-style-type: none"> <li>1. Marcia Joiner, <i>Chairperson</i></li> <li>2. Kim Berry</li> <li>3. Desiree Earhart</li> <li>4. Dave Genz</li> <li>5. Brian Golden</li> <li>6. Becky Grasty</li> <li>7. Kevin Hargis</li> <li>8. Sarah Keator</li> </ol>	<ol style="list-style-type: none"> <li>1. Jenny Cook, <i>Chairperson</i></li> <li>2. Heather Atkins</li> <li>3. Abby Cunningham</li> <li>4. George Gray</li> <li>5. SarahAnn Page</li> <li>6. Boone Smith</li> <li>7. Chanz Swartz</li> <li>8. Tanya Tippit</li> </ol>

### Event Sponsorship

<b>Student Council</b>	<b>Yearbook/Sound/Photo.</b>	<b>Programs</b>
Jessica Crutcher Jill Lyons Penny Parsons	Mary Lambert	Connie Baggett
<b>Student Recognition</b>	<b>Graduation/Prom</b>	<b>Social Committee</b>
Mary Lambert	Kent Cavallini Dave Genz Elizabeth Howell Brandon McMillan	Jordan Burkhart Jessica Crutcher Becky Grasty Marcia Joiner Sarah Keator Penny Parsons



## Early Morning & Afternoon Duty

Teachers are expected to arrive no later than 7:10 and stay until the last bus loading on their assigned early/late duty days. Teachers are assigned to an early/late duty group; each group has early/late duty for an assigned week. Each group will have one week out of every seven. If you are absent please inform the office if it is your early/late duty week. During a planned absence it is the responsibility for the teacher to trade duties with another teacher for the period of their absence.

### Early & Late Duty Groups

GROUP A		GROUP B		GROUP C	
Allen Ralls	<i>Cafeteria</i>	Jordan Burkhart	<i>Cafeteria</i>	Kim Berry	<i>Cafeteria</i>
Ronald Morris	<i>Cafeteria</i>	SarahAnn Page	<i>Cafeteria</i>	Boone Smith	<i>Cafeteria</i>
Kent Cavallini	<i>St. Parking</i>	David Genz	<i>St. Parking</i>	Austin Byrd	<i>St. Parking</i>
Marcia Joiner	<i>Elevator</i>	Elizabeth Howell	<i>Elevator</i>	Penny Parsons	<i>Elevator</i>
Jessica Crutcher	<i>Bus lobby</i>	Megan Fitzhugh	<i>Bus lobby</i>	Tanya Tippit	<i>Bus lobby</i>
Kevin Hargis	<i>Gym</i>	Jon Offutt	<i>Gym</i>	Ashley Threatt	<i>Gym</i>
GROUP D		GROUP E		GROUP F	
Sarah Keator	<i>Cafeteria</i>	Christina Anderson	<i>Cafeteria</i>	Shawn Suiter	<i>Cafeteria</i>
Desiree Earhart	<i>Cafeteria</i>	Carlee Gray	<i>Cafeteria</i>	Heather Martin	<i>Cafeteria</i>
Chanz Swartz	<i>St. Parking</i>	Will Gray	<i>St. Parking</i>	Brandon McMillan	<i>St. Parking</i>
Abby Cunningham	<i>Elevator</i>	Jenny Cook	<i>Elevator</i>	Brian Golden	<i>Elevator</i>
Heather Atkins	<i>Bus lobby</i>	Mary Lambert	<i>Bus lobby</i>	Gilbert Harper	<i>Bus Lobby</i>
Jill Lyons	<i>Gym</i>	Becky Grasty	<i>Gym</i>	George Gray	<i>Gym</i>

## *Parental Contact and Communication*

### Responsibilities for Contacting Parents

1. **Notification of Failing:** Students who are in danger of failing will be counseled and the classroom teacher will notify their parents. **Teachers it is your responsibility to make this notification as soon as you realize the student is in danger of failing.**
2. **Discipline:** Classroom management is primarily the teacher's responsibility. Minor unacceptable student behaviors in the classroom must be documented and the parents notified by the classroom teacher before being referred to the office for discipline.
3. **Positive Reinforcement:** It is strongly recommended that teachers contact parents when students excel in the classroom. Try to contact at least one parent per week to foster good school-community relations. This does not have to be a lengthy conversation. 26

## *Supervision*

### Classroom Supervision

Teachers are responsible for their classrooms and all that takes place within them. You should not leave your classroom unattended. If you must leave, contact another teacher or the office to supervise the students in your absence

## **Hall Duty**

All teachers are expected to monitor the halls between classes. Teachers at the end of the halls have the responsibility of monitoring the stairwells.

## **Restroom Duty**

Teachers are to monitor the restroom assigned to them at the breaks before and after their planning period. Report to your assigned restroom as soon as possible at the beginning of your planning period and before the bell rings to end your planning. The teachers going on planning will relieve you. This insures that the restrooms are monitored throughout class changes. Position yourself inside the doors of the restroom. The assignment schedule will be available at the beginning of each trimester.

## ***Discipline***

### **General**

Teachers are expected to handle the majority of discipline problems in the classroom. Major discipline problems or repeated offenses are to be sent to the office. A major referral should accompany students when sent to the office. This is especially important when students are being disciplined for major offenses. The referral should include the date, offense and action taken in each instance.

If a student is sent to the office, contact the office immediately and come to the office or call at the end of the period to relate details of the incident. Bring with you any pertinent information (referral) when you come to the office. Discipline cannot be administered until this is done.

***It is very important that teachers make contact with parents after the second minor offense.*** Use planning time to contact parents by phone. If a parent letter is turned in to Ms. Gaston in the office it will be mailed to the parents. Please log all contacts made with parents and have these readily available. After the third minor offense, the referral (not the student) should be sent to the office. The office will call the student later.

Department grades should reflect the behavior of students in the classroom. It is important for teachers to make use of these grades as a further means of reporting student behavior to parents/guardians.

### **ISS**

Adequate work must be provided on a timely basis for students in ISS. Teachers are expected to send assignments that closely mirror what has taken place in class, as soon as possible or you will need to visit your student in the ISS room during your planning period. Teachers will know if a student is in ISS when marking attendance for the current class period, and or from being notified by email from the ISS instructor.

A supplemental lesson should be on file to assist the ISS teacher in providing enough work for each student. Be sure to check periodically with the ISS teacher to make sure that your materials are up to date.

### **ALC**

A reasonable amount of cooperation is expected with the Alternative Learning Center (ALC).

## ***Financial Information***

### **General**

All monies should be turned in to the office at the end of each day with a completed Collection Log. Please use the Collection Log found on the school web site under Forms and Information for Teacher use.

Before making a purchase or making an order using school funds, a Purchase Order (PO) must be pulled for the purchase amount or the estimated amount. Email the bookkeeper to pull a P.O.

Before a PO is pulled it must be determined that sufficient funds are available in your account or an arrangement has been made with the administration. All Purchase Orders are subject to approval by the administration. SCHS is not responsible for purchases made when the proper procedure is not followed. Turn in bills, invoices and order blanks to the bookkeeper.

When a teacher makes a purchase and a reimbursement is to be made, an itemized receipt is required. Please make an attempt to keep reimbursements to a minimum and for small amounts only.

Items for school consumption may be purchased tax-exempt. A form may be required from the board to receive tax-exempt status. Purchases made over \$500 must have Board approval before being made. All purchases of \$2000 require competitive bids. Contact the office for assistance on these matters.

Taxes will not be reimbursed.

### **Fund-Raising Procedures**

Please make every effort to keep fund-raising activities to a minimum.

**A Fundraiser Authorization sheet must be filled out and signed by the Principal for a fundraiser to be submitted to the Board for consideration. A teacher may only have one fundraising activity at a time.**

All fundraising activities must be approved by the Board of Education.

Purchasing procedures outlined above are to be followed.

To adequately account for all monies and sale items, a Fundraiser Summary Report, must be completed on each fundraising activity and turned in to the office no later than 2 weeks after the end of the activity.

All fund-raising items must have Tennessee sales tax collected and paid on the purchase price of the item to be sold. The seller is to show the billing of sales tax on the invoice or the bill. Vendors that will not show sales tax on the bill should not be used.

### ***Student Progress***

#### **Report Cards**

Report cards will go out approximately 5 school days after the end of each grading period.

Incompletes should be removed as soon as possible after the end of a grading period.

Teachers should make an effort to keep parents informed of a student's progress during a grading period. Phone calls and letters sent home are very effective. A log should be kept of any attempts of parental contact.

#### **Progress Reports**

Progress reports will be sent home approximately every 4 ½ weeks. Parents should be kept up to date on student progress with weekly e-mails.

### ***Student Policies***

#### **Make-up Work Policies**

Teachers are required to allow and assist with make-up work when the absence has been determined to be "Excused" by the office. Teachers may use their own judgment in other cases. Take in to account the student's previous attendance record, effort and personal knowledge of a student's situation

#### **Student Records and Privacy**

The records of students in public schools are confidential. Information contained in such records shall not be made available to unauthorized people or agencies without the consent of the student or the parent/guardian of a minor student.

Whenever an authorized person uses a student's records, a sheet must be signed stating the date and purpose the records were used.

Teachers must refrain from discussing student progress or behavior with unauthorized agencies or people. This may constitute a violation of the student's legal right to privacy and may put the teacher in a position of liability.

## ***Attendance Record Keeping Procedures***

### **Tardy To School**

When tardy to school, a student must have a blue tardy/admit slip to enter the current class period. If a student is tardy to school you do not have to mark them tardy in SKYWARD, they will be marked tardy in the office when they check in to school.

### **Tardy to Class**

**If a student is tardy to first period send them to the office to receive a tardy slip.** All other tardies to class will be entered in SKYWARD by the teacher. Students not in class when the bell rings should be marked as tardy in SKYWARD.

### **Attendance**

**Please have attendance entered in SKYWARD immediately after the tardy bell.** There is an app available to use on your smartphone or tablet. If you do not have attendance entered in a timely manner you will receive an email from the principal reminding you to record your attendance. Please mark students present, absent, or tardy. You are able to make changes to your SKYWARD attendance until 3:00 each day. Be sure to choose "save" after each change. Below is a list of symbols used in SKYWARD by the office. All doctor excuses turned in to the front office will be entered by 9:00 each day.

<b>Type Code</b>	<b>Long Description</b>
A	Alternative Learning Center
C	Tardy to Class
E	Absent - Excused
F	Field Trip
H	Homebound
I	In-School Suspension
L	Tardy - Excused
M	Non-pen. tardy
N	Non-Penalized Absence
S	Suspension
T	Tardy - Unexcused
U	Absence - Unexcused
X	Expulsion

<b>Reason Code</b>	<b>Long Description</b>
AL	ALC LEAVE
AT	ALC TARDY
CE	CAR TROUBLE
CT	COURT
DE	DOCTOR APPOINTMENT
DL	DENTIST APPOINTMENT
DV	DMV
ED	EARLY DISMISSAL
FD	FAMILY DEATH
FE	FAMILY DEATH ENTER LATE
FH	FUNERAL
FL	FAMILY DEATH LEAVE EARLY
IE	ISS LEAVE EARLY
IL	ILLNESS
IT	ISS ENTER LATE
LS	LATE TO SCHOOL
MB	MISSED BUS
NE	NURSE EXCUSED
OE	OTHER REASON
PN	PARENT NOTE
RE	RELIGIOUS EVENT
SE	SICK ENTER LATE
SL	SICK LEAVE EARLY
ST	COLLEGE/SCHOOL TOUR
TL	SUSPENDED LEAVE EARLY

### ***SCSS Employee Dress Code***

The administration believes that SCSS employees should meet and exceed standards of dress required of students. Since proper etiquette, social customs, and good grooming are part of the educational process for students, it too should be a requirement of the professionals who support the educational process.

Supervisors should exercise the primary authority in determining appropriate dress and grooming for employees in their respective departments and buildings. They will make these determinations based on efficient completion of job duties, employee safety and generally accepted principles of professionalism.

It is not the intention to restrict an individual's right of expression as long as that expression is within the norms outlined above. Individual expressions in conflict with these guidelines may be considered appropriate if they are religious in nature or are required as a disability accommodation. In these situations, the employee should discuss the request for an exception with his or her Supervisor.

Below are the dress code guidelines:

- Attire must not be destructive to school property (i.e. body chains, spikes)
- Headwear or hair rollers are prohibited inside buildings.
- Bare midriffs, see-through garments, undergarment type shirts, bare backs, halter tops, low-cut blouses and low-cut pants, mini-skirts, tank tops, and cut-offs are prohibited.
- No spandex or exercise wear is permitted (exceptions may be made for PE teachers and coaches when appropriate).
- Leggings are permissible when worn with outer garments that are long.
- Skirts and dresses must be longer than 4 inches above the knee.
- Obscene, profane, provocative, or inflammatory words or pictures on body/skin, clothing or jewelry, or clothing advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products are prohibited.
- Visible body piercing jewelry, with the exceptions of earrings, is prohibited by employees at their work station or at school-sponsored activities and in SCSS building serving the public.
- Body art, jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed.
- Clothes with holes in them are not permitted.
- Two days will be designated as jean day. Those days will be Wednesday and Friday.

## ***Sexual Harassment of Employees (GAEB)***

Sexual harassment activity by any employees will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

1. Unreasonably interferes with an individual's work or performance;
2. Creates an intimidating, hostile or offensive work environment;
3. Implies that submission to such conduct is made an explicit or implicit term of employment;
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision 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. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The superintendent shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the Board.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination. (1)

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### Legal References

- (1.) Title VII; 29 CFR 1604 11

## ***Non-Discrimination Policy***

It is the policy of Stewart County School System not to discriminate on the basis of sex, race, national creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

Michael Craig, Director of Schools  
Dr. Ben Duncan, Title VI, Title IX  
Marian Page, Section 504  
Central Office 232-5176

### ***Truancy Review Board***

The Stewart County Truancy Review Board is a body of concerned citizens who recognize the necessity of regular school attendance. This is a joint effort by the school, juvenile court, law enforcement, and community health agencies. The mission and purpose of the Truancy Review Board is to:

- 1) Insure compliance with compulsory attendance laws and Board of Education policies.
- 2) Send a generalized message to truancy population that compulsory attendance laws will be enforced.
- 3) Advise and educate parents of their rights and responsibilities.
- 4) Reduce amount of dropouts and retention rates due to non-attendance.
- 5) Decrease time of Attendance Supervisor for prosecuting cases in court.

The Stewart County Truancy Review Board has been in effect since August, 1999. This board will meet as needed at the Stewart County Board of Education. Referrals to the Truancy Review Board will be based on students who have demonstrated a history of truancy. For more information, please contact Marian Page at 232-5176.

*The following information is a copy of the Computer Network policy for students. This information is included in the Student Handbook. Please become familiar with this policy.*

### ***Acceptable Use Policy for the Stewart County Schools Computer Network***

The Stewart County Schools (SCS) offers Internet access for faculty and student use. This document contains the Acceptable Use Policy for student users of the SCS Computer Network and Internet resources.

#### **Educational Purpose**

- The SCS Computer Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development and limited high-quality self-discovery activities.
- The SCS Computer Network has not been established as a public access service or a public forum. SCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the SCS Disciplinary Code and the law in your use of the SCS Computer Network.
- You may not use the SCS Computer for commercial purposes. This means you may not offer, provide or purchase products or services through the SCS Network.
- You may not use the SCS Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

#### **Student Internet Access**

- All students will have access to Internet World Wide Web information resources through their classroom, library or school computer lab with permission of parent or guardian.
- At the time, e-mail accounts and personal web pages are not being issued to students. If and when these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities, which accompany these items.

## **Unacceptable Uses**

The following uses of the SCS Computer Network are considered unacceptable:

### **Exchange of Personal Information**

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### **Illegal Activities**

- You will not attempt to gain unauthorized access to the SCS Computer Network or to any other computer system through the SCS Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the SCS Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol. Engaging in criminal gang activity, threatening the safety of person, etc.

### **System Security**

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

### **Inappropriate Language**

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

### **Respecting Resource Limits**

- You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- The installation of any file-sharing program is prohibited without approval of Technology Coordinator.

### **Plagiarism and Copyright Infringement**

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.



- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

#### **Access to Inappropriate Material**

- You will not use the SCS Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your principal. This will protect you against a claim that you have intentionally violated this Policy.

#### **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.