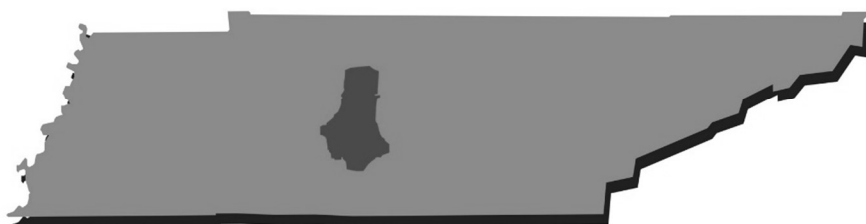


EMPLOYEE HANDBOOK 2018-2019

Marshall County School System



Linking Learning to Life

PURPOSE OF HANDBOOK

The material covered within this staff handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy or administrative procedure. Material contained herein may therefore be superseded by Board policy, administrative procedure, or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. This handbook supersedes all previous employer handbooks and memos that may have been issued from time to time regarding issues covered in this handbook. A copy of the Marshall County Board of Education's Policy Manual is available in the Central Office, the school office, the library of each school, and online at the District's webpage at <http://www.k12marshall.net> Nothing in this handbook may supersede or change any provision of Board Policy.

TABLE OF CONTENTS

MISSION STATEMENT & BELIEFS

MARSHALL COUNTY SCHOOLS

MARSHALL COUNTY BOARD OF EDUCATION MEMBERS

CENTRAL OFFICE CONTACT INFORMATION

EMPLOYMENT PRACTICES	1-3
Equal Opportunity Employment	
Application/Background Check	
Orientation	
Supervision	
Job Descriptions	
Evaluation	
Personnel Records	
Assignment	
Experience Transfer	
Tennessee Teaching License	
PERSONNEL PRACTICES	4-7
Drug-Free Workplace	
Tobacco-Free Schools	
Training for Child Abuse Detection and Reporting	
Training School Personnel about Suicide Prevention	
Student Equal Access (Limited Public Forum)	
Dress Code	
Social Media	
COMPENSATION	8-10
Compensation Guides and Calendars	
Payroll Procedures	
Time Schedules and Extra Duty	
Longevity Pay/Career Ladder Pay	
BENEFITS	11-13
Health, Dental & Vision Coverage	
Group Term Life Insurance	
Disability Insurance	
Retirement	
Cafeteria Plan	
Optional Benefits	
EMPLOYEE LEAVE	14-16
Sick Leave	
Holiday and Vacation Leave	
Bereavement Leave	
Family and Medical Leave (FMLA)	
EMPLOYEE WELFARE	17-19
Personnel Health Examinations/Communicable Diseases	
Drug and Alcohol Testing for Employees	
Workmen’s Compensation/Accident Reports	
Weapons	
Employee Assistance Program (EAP)	
Sick Leave Bank	
SEPARATION POLICIES	20
Separation Practices for Non-Certified Employees	
PRIVACY LAWS	21-22
Tennessee Replevin Law	
MCSS Tennessee Replevin Law and Employment Signature Form	
FERPA/Confidential Information Acknowledgement Form	



MISSION STATEMENT

The Mission of the Marshall County Schools is to maximize learning in all areas for all students.

BELIEFS

LEARNING

Our top priority is to ensure that all students receive a high quality education in a safe, positive learning environment, as they transition into post-secondary life, fully prepared to function in a culturally diverse and technology-rich world.

CURRICULUM & INSTRUCTION

Teachers must implement a clear, valid curriculum and use research-based practices and differentiated instruction to maximize results for all students, as they address the learning styles and ability levels of individual students. Teachers must incorporate higher order thinking skills and challenge students to move beyond proficiency and reach their maximum potential. A Professional Learning Community must exist at each school site for the benefit of our students. The new Tennessee State Standards (TNReady) will be embedded in K-12 curriculum and instruction.

ASSESSMENT

All teachers will use formative and summative assessments to maintain clear purpose, measure student achievement, and provide appropriate feedback as well as requiring that all staff members use disaggregated data and research-based information to target instruction to students' individual needs.

COLLABORATION AND DECISION-MAKING

Healthy collaboration among all stakeholders is essential to improving a school system. Decision-making must be data-driven, must reflect stakeholder input, and must ensure equity and adequacy for all students. All stakeholders must engage in adequate and appropriate internal and external communication. Use of all funding must be priority-driven and targeted to research-based learning while addressing individual students' needs. Teachers will participate regularly in Professional Learning Communities (PLCs), small group planning sessions within schools that focus on ways to improve learning and student achievement.

POLICY AND PROCEDURES

The Board of Education must ensure that policies and procedures provide equity and adequacy for students; are aligned to system goals for student learning; enable students to move beyond AMO targets and; create and maintain a high performing system, while retaining highly qualified personnel at all schools.

MARSHALL COUNTY SCHOOL SYSTEM
700 Jones Circle, Lewisburg, TN 37091
(931)359-1581– PHONE (931)270-8816 – FAX
www.k12marshall.net
Jacob Sorrells – Director of Schools

Chapel Hill Elementary School

Dawn Kirby, Principal
Danny Morgan, Assistant
415 South Horton Parkway
Chapel Hill, TN 37034
246-4255 office 246-4252 fax

Cornersville Elementary School

Cheryl Ewing, Principal
Ken Lee, Assistant
485 North Main Street
Cornersville, TN 37047
246-4230 office 246-4184 fax

Cornersville School

Brent Adcox, Principal
Morgan Sanders, Assistant
323 South Main Street
Cornersville, TN 37047
246-4170 office 246-4153 fax

Delk-Henson Intermediate School

Robby Reasonover, Principal
Ava Hinson, Assistant
425 South Horton Parkway
Chapel Hill, TN 37034
536-0491 office 536-0494 fax

Forrest School

Angie Phifer, Principal
Daniella Beckman, Assistant
Wes Hobbs, Assistant
310 North Horton Parkway
Chapel Hill, TN 37034
246-4733 office 246-4732 fax

Lewisburg Middle School

Randy Hubbell, Principal
Dana Cordova, Assistant
500 Tiger Boulevard
Lewisburg, TN 37091
359-1265 or 359-4493 office 359-4030 fax

Marshall County High School

John Bush, Principal
David Steely, Assistant
Ryan Henry, Assistant
661 West Ellington Parkway
Lewisburg, TN 37091
359-1549 or 359-1540 office 359-4784 fax

Marshall Elementary School

Bonnie Reese, Principal
Nicky Randolph, Assistant
401 Tiger Boulevard
Lewisburg, TN 37091
359-7149 office 359-8669 fax

Oak Grove Elementary School

Dr. Tracy Kilpatrick, Principal
Mary Gwen Whitaker, Assistant
1645 Franklin Road
Lewisburg, TN 37091
270-0892 or 270-1959 office 270-8052 fax
PRE-K 270-8314

Spot Lowe Technology Center

Lyn Stacey, Director
1771 Old Columbia Road
Lewisburg, TN 37091
359-4911 office 359-3041 fax

Westhills Elementary School

Rachel Perryman, Principal
Mike Morjal, Assistant
1351 North Ellington Parkway
Lewisburg, TN 37091
359-3909 or 359-7321 office 359-3999 fax

Transportation/Maintenance

Chuck Brown, Transportation Foreman
359-4866 phone 359-7745 fax
1593 Old Columbia Road
Lewisburg, TN 37091

Jeff Brock, Maintenance Foreman
Vicki Veatch, Office Manager
359-9434 office 359-8828 phone/fax

Marshall County Pre-K

Salina Moorehead
Carrie Lee
Located at Oak Grove Elementary
270-8314 phone

MARSHALL COUNTY BOARD OF EDUCATION MEMBERS

1ST DISTRICT

John Dippold

4729 Wildberry Ln., Chapel Hill, TN 37034
931-675-2945 beck_jm134@yahoo.com
Term expires in 2020

3RD DISTRICT

Kristen Gold

2111 Finley Beech Rd., Lewisburg, TN 37091
931-276-2524 kristen_gold@yahoo.com
Term expires in 2018

5TH DISTRICT

Julie Cathey

404 David Ave., Lewisburg, TN 37091
931-359-6142 jkcathey88@gmail.com
Term expires in 2018

7TH DISTRICT

Susan Hunter

2748 Anes Station Rd., Lewisburg, TN 37091
931-359-1600 Susan.Hunter@tn.nacdn.net
Term expires in 2020

9TH DISTRICT

Donnie Moses, Chairman

1451 Keith Kove, Lewisburg, TN 37091
931-359-5211 3moses@bellsouth.net
Term expires in 2018

2ND DISTRICT

Harvey Jones

1360 River Rd., Lewisburg, TN 37091
931-364-5825 hjones@autocam-medical.com
Term expires in 2020

4TH DISTRICT

Andy Woodard

1399 Brown Shop Rd., Cornersville, TN 37047
931-293-4462 awoodard1399@gmail.com
Term expires in 2020

6TH DISTRICT

John Daniel Allen

1111 Hwy 99, Lewisburg, TN 37091
931-364-3219 dairymade71@yahoo.com
Term expires in 2020

8TH DISTRICT

Robert Warf

1008 E. Commerce St., Lewisburg, TN 37091
931-359-6790 rwarf@k12marshalltn.net
Term expires in 2020

School Board Procedures

The school board meets the second Monday of every month at 6:00 p.m. at the Board of Education. Work sessions and special called meetings will be announced in the media.

Any citizen wanting to address the school board should submit their request in writing to the Central Office seven (7) business days before the meeting. The request must include contact information and the reason for the request as per administrative procedure.

MARSHALL COUNTY BOARD OF EDUCATION CENTRAL OFFICE CONTACT INFORMATION

700 Jones Circle, Lewisburg, TN 37091
 (931)359-1581 – PHONE (931)270-8816 – FAX
www.k12marshall.net

Central Office Phone Extensions & Emails			
NAME	EXT.	DEPT	EMAIL
Sorrells, Jacob	2004	Director of Schools	jsorrells1@k12marshalltn.net
Alvarez, Misael	2013	IT Support Specialist	malvarez@k12marshalltn.net
Barnes, Angie	2011	Homebound/IEP Asst	abarnes4@k12marshalltn.net
Beasley, Tres	2030	Support Services Supv	tbeasley@k12marshalltn.net
Bicknell, Josh	2013	IT Support Specialist	jbicknell@k12marshalltn.net
Blackall, Rebecca	2031	Payroll	rblackall@k12marshalltn.net
Carroll, Jennie	2028	H.R. Coordinator	jcarroll@k12marshalltn.net
Clift, Marilu	2000	Receptionist	mclift@k12marshalltn.net
Delk, Larissa	2015	Food Services Supv	ldelk1@k12marshalltn.net
Gentry, Betsy		SIS Data Coordinator	gentryb4@k12marshalltn.net
Haile, Mallory	2012	Psychologist	mhaile@k12marshalltn.net
Hawkins, Sonya	2019	SPED/FED Financial Asst	hawkinss10@k12marshalltn.net
Haynes, Shameka	2002	Fed Assistant	shaynes@k12marshalltn.net
Henry, Jerrie	2006	Social Worker	jhenry1@k12marshalltn.net
Isley, Lisa	2001	Payroll	isleyl@k12marshalltn.net
Jett, Beverly	2018	Food Services Asst	jettb@k12marshalltn.net
Kanka, Cindy	2020	Curriculum Asst	ckanka@k12marshalltn.net
Keny, Mike	2032	CSH Coord	mkeny@k12marshalltn.net
Lewis, Tammy	2021	Coordinator K-6	lewist1@k12marshalltn.net
Martin, Lauren	2033	Food Services Field Mgr	lmartin@k12marshalltn.net
McClure, Wendell	2008	IT Support Specialist	mclclurew@k12marshalltn.net
Moses, Teresa	2005	Federal Acct	mosest1@k12marshalltn.net
Poole, Rhonda	2017	Asst to Director	rpoole@k12marshalltn.net
Roberts, Amanda	2027	Social Worker	aroberts1@k12marshalltn.net
Smith, Beth	2022	Coordinator 7-12	smithb23@k12marshalltn.net
Spivy, Chris	2026	Tech Supervisor	chris.spivy@k12marshalltn.net
Tepedino, Ginger	2007	Student Services Coord	tepedinog@k12marshalltn.net
Thomas, Julie	2010	Special Populations Coord	thomasj10@k12marshalltn.net
Wade, Deborah	2025	CSH Coord	waded1@k12marshalltn.net
Weigel, Beth	2029	Benefits/HR Asst	bweigel@k12marshalltn.net
Wiles, Janet	2009	Finance Dir	wilesj2@k12marshalltn.net
Williams, Angie	2016	Accounts Payable	williamsa39@k12marshalltn.net
Wright, Andrew	2013	Network Administrator	rwright@k12marshalltn.net

**MARSHALL COUNTY BOARD OF EDUCATION
EMPLOYMENT PRACTICES**

EQUAL OPPORTUNITY EMPLOYMENT (5.104)

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

There will be no discrimination on the basis of sex, race, color, national origin, creed, age, marital status or disability in educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

APPLICATION/BACKGROUND CHECK (5.106)

An individual desiring a position with the Board shall make application to the Director of Schools on forms or online as approved by the Board. In a continuing effort to further ensure the safety and welfare of students and staff, the District shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee or volunteer who has proximity to children.

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

The Board assigns to the Director of Schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

ORIENTATION (5.107)

All administrative, supervisory personnel, and teachers new to the school system will be engaged in an orientation program prior to the beginning of the academic school year.

SUPERVISION (5.108)

Supervision of administrative and supervisory personnel shall be provided by the Director of Schools.

New/non-tenured teachers shall be assisted by supervising teachers/mentors in the development of competencies required by the Board.

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor and Director of Schools' office share the responsibility for providing desirable orientation experiences for newly hired employees. Periodic training sessions may be provided for employees or employee groups as deemed necessary.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

All employees shall report being charged with any criminal offense to their immediate supervisor, in writing, within 48 hours of the offense. The supervisor must report the offense to the Director immediately and the Director must report to the Board chairman immediately.

JOB DESCRIPTIONS

There is a written job description for each Certified and Classified position in the Marshall County School System. Each position is described, including a list of duties, responsibilities, and qualifications. A job description is an overview and not a complete listing of the assignments related to a particular position. Job descriptions may also be obtained from the Central Office.

EVALUATION (5.109)

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the Director of Schools and administrative and supervisory personnel.

The Board shall use a state-approved model for evaluating administrative and supervisory personnel.

The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually. All classified employees will be evaluated yearly. Newly hired classified personnel will receive a 90-day probationary evaluation and another at a later date.

LICENSED TEACHING PERSONNEL

The Board adopts the TEAM evaluation model. The Director shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the Director shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.

Local Level Grievance Procedure

The Director of Schools shall develop procedures, consistent with State law, for processing evaluation grievances.

PERSONNEL RECORDS (5.114)

The Director or his designee(s) shall be authorized to maintain personnel records and to permit inspection of the same.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The Director, or his designee(s), shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records, except medical records, are public records and shall be open for inspection during regular business hours;
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an

employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.

7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the Director of Schools and approved by the Board.

ASSIGNMENT (5.115)

The Director of Schools shall assign personnel to the various schools or departments by June 15th for licensed personnel and by June 15 for non-licensed personnel preceding the school year for which such persons are employed while allowing each principal or immediate supervisor to assign more specific responsibilities within each school.

Assignment of employees will be made by the Director of Schools for the good and efficient operation of the school system.

Extra assignments for which supplements are provided and upon which initial employment was based may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

The Director of Schools shall transfer employees as necessary for the efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Director of Schools is responsible for developing and disseminating procedures for certified personnel who wish to transfer. All employees transferred shall receive written notification of the transfer prior to the transfer. Individual members of the Board shall be notified of transfers five (5) business days in advance of the transfer whenever practical or as soon as possible thereafter.

EXPERIENCE TRANSFER

Tennessee Department of Education Experience Verification Forms are available at the Central Office or online at the Tennessee Department of Education website. Employees should verify that all of their teaching experience has been credited properly.

TENNESSEE TEACHING LICENSE

It is the responsibility of the employee to notify the Personnel Office and the State Department of Education of any changes in name, address, or other pertinent information.

Certified personnel are required to review online the following policy, which can be found at www.k12marshall.net

- **Procedure for Granting Tenure – Policy 5.117**

**MARSHALL COUNTY BOARD OF EDUCATION
PERSONNEL PRACTICES**

ALL EMPLOYEES ARE REQUIRED TO REVIEW ONLINE THE FOLLOWING PERSONNEL POLICIES, WHICH CAN BE FOUND AT WWW.K12MARSHALL.NET

- **Discrimination/Harassment of Employees – Policy 5.500**
- **Complaints and Grievances – Policy 5.501**
- **Staff Conflicts of Interest – Policy 5.601**
- **Staff Gifts – Policy 5.605**
- **Staff-Community Relations – Policy 5.606**
- **Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying – Policy 6.304**
- **Staff-Student Relationships – Policy 5.610**
- **Non-School Employment – Policy 5.607**
- **Use of Electronic Mail – Policy 1.805**

DRUG-FREE WORKPLACE (1.804)

The Marshall County Board of Education cares about the well-being of its employees and the students it serves. It is the board's intent to maintain a drug-free workplace. It is therefore directed that:

1. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Federal law. "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school activities or to perform work for the Marshall County Board of Education; off school property during any school-sponsored or school-approved activity, event or function; any location where work is performed in the name of the Marshall County Board of Education.
2. As a condition of continued employment, each employee shall notify his supervisor of his conviction on any criminal drug statute for violation occurring in the workplace as defined above no later than five (5) days after conviction.
3. Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.
4. The Omnibus Transportation Employee Testing Act of 1991 mandates alcohol and drug testing for all school employees who possess a Commercial Driver's License.
5. The Director of Schools shall be responsible for providing a copy of this policy to all school system employees.
6. Supervisors should ask employees, when called in for unscheduled work, if they have consumed any alcohol within the past five (5) hours and if they consider themselves fit for duty.
7. All employees who are on medications that may alter, amend, or inhibit the employee's ability to teach and supervise a class or respond to an emergency must report the taking of the medications to the building principal.
8. It is prohibited for any employee to use legal drugs in a manner which might interfere with the employee's performance of duties.

TOBACCO-FREE SCHOOLS (1.803)

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased or operated by the district.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district.

TRAINING FOR CHILD ABUSE DETECTION AND REPORTING

State law requires that all school personnel receive training in the detection, intervention, prevention and treatment of child sexual abuse and in the proper action that should be taken in a suspected case of child sexual abuse. TCA 37-1-403 (b)(c)(2)

TCA 37-1-403 and TCA 37-1-605 law requires all persons to make a report when they suspect abuse, neglect or exploitation of children.

(1) Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect.

(2) Any such person with knowledge of the type of harm described in this subsection (a) shall report it, by telephone or otherwise, to the:

- A. Judge having juvenile jurisdiction over the child;
- B. Department, in a manner specified by the department, either by contacting a local representative of the department or by utilizing the departments centralized intake procedure, where applicable;
- C. Sheriff of the county where the child resides; or
- D. Chief Law enforcement official of the municipality where the child resides.

Any school teacher or other school official or personnel who knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with § 37-1-605, relative to the sexual abuse of children, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

Such person shall report such knowledge or suspicion to the department in the manner prescribed in subsection (b).

(b) (1) Each report of known or suspected child sexual abuse pursuant to this section shall be made immediately to the local office of the department responsible for the investigation of reports made pursuant to this section or to the judge having juvenile jurisdiction or to the office of the sheriff or the chief law enforcement official of the municipality where the child resides.

d) (1) Notwithstanding § 37-5-107 or § 37-1-612 § or any other law to the contrary, if a school teacher, school official or any other school personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to this section and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report pursuant to this section has been made and shall provide other information relevant to the future well-being of the child while under the supervision or care of the school. The verbal notice shall be made in coordination with the department of children's services to the parent or legal guardian within twenty-four (24) hours from the time the school, school teacher, school official or other school personnel reports the abuse to the department of children's services; provided, that in no event may the notice be later than twenty-four (24) hours from the time the report was made. The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

To report suspected child abuse and/or child neglect, please call the Department of Children's Services Hotline number at 1-877-237-0004 or visit <https://reportabuse.state.tn.us> Your call may be made anonymously.

TRAINING SCHOOL PERSONNEL ABOUT SUICIDE PREVENTION

Effective July 1, 2016, State law requires all school personnel to attend an annual in-service training in suicide prevention which relates to intervention and post-intervention. The Director of Schools shall develop and/or approve the model policy for training. State law prohibits a person from having a cause of action for any loss or damage caused by any act or omission resulting from the implementation of any training.

STUDENT EQUAL ACCESS (Limited Public Forum) (4.802)

Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate noncurriculum-related meetings regardless of the religious or political nature of the meetings.

No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space. Groups meeting under this policy shall be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three (3) days prior to the proposed date.

The principal shall approve the meeting if from the application he determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the government or its agents or employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

DRESS CODE

The Board recognizes the effect that teacher/staff dress and grooming have upon student behavior and commitment to learning. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all teachers and staff members exercise good taste with regard to their personal appearance. The building level administrators shall determine what is appropriate and in good taste.

Custodians/Maintenance

Custodian and maintenance employees must wear uniforms at all times during work hours.

SOCIAL MEDIA

The Marshall County School System respects the right of employees to use social media; however, employees are cautioned to exercise care and good judgment when posting to sites. Employees are strongly discouraged from including current, minor students as “friends” or “followers” without written permission from the students’ parents. The employee shall uphold the District’s value of respect for the individual and avoid making defamatory statements about MCSS, schools, employees, students or a student’s family. Personal usage of social media sites is limited to duty-free breaks.

MARSHALL COUNTY BOARD OF EDUCATION COMPENSATION

COMPENSATION GUIDES & CALENDARS

Personnel will be paid according to the current salary schedules and work calendars, which may be obtained at the Central Office.

Certified personnel calendars shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each school year calendar shall provide:

1. A minimum of one hundred eighty (180) student attendance days;
2. A minimum of five (5) days for in-service education;
3. One (1) day for parent-teacher conferences;
4. Ten (10) vacation/holiday days plus one (1) day for each additional twenty (20) days worked; and
5. Four (4) days as designated by the Board.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with, and salaries paid through, the Board. This stipulation includes donations or contributions from individual, civic, or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.

100 – 120 DAY CONTRACT PROFESSIONAL PERSONNEL

Each contract up to 100-days, 110-days or 120-days for professional personnel shall provide:

1. Up to one hundred (100), one hundred ten (110) OR one hundred twenty (120) student attendance days (based on contract agreed to with Director of Schools).

PAYROLL PROCEDURES

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. However, direct deposit receipts will be dated to coincide with the end of the pay period.

All 10-month personnel have the option of being paid in either ten (10) or twelve (12) month installments. These employees may change their pay option at the beginning of each fiscal year (July 1) by contacting the payroll office.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

All Certified and Classified personnel are paid via direct deposit and will furnish the payroll department with their bank account information when hired. Pay stubs will be uploaded electronically monthly and employees may view and print their pay stubs.

TIME SCHEDULES AND EXTRA DUTY (5.602)

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor.

Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

WORK SCHEDULES

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time. Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

TIME RECORDS REQUIRED

Each employee covered by the Wage and Hour Law shall keep a time record of *actual hours worked*. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

Employees must not clock in more than 15 minutes before the start of their shift. Employees shall never clock in for any other employee.

LUNCH PERIODS

All employees covered by the Wage and Hour Law have at least thirty (30) minutes lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ

New employees shall be furnished a copy of the above policy (5.602). Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification shall be on file before the first check is issued to a new employee.

SCHOOL WEATHER DAYS

Custodians/Maintenance

When schools are closed for weather, custodians/maintenance will work or take a vacation day or personal day. When schools are closed for a state of emergency, custodians/maintenance staff will be off without being required to take a day.

Classified Staff

When schools are closed for weather, classified staff must make up time either by working extra time or taking a personal day. When schools are closed for a state of emergency, classified staff will be off without being required to take a day.

Teachers

When schools are closed for weather, teachers will be off per built in snow days.

Principals

When schools are closed for weather, principals will work or take a vacation day or a personal day. When schools are closed for a state of emergency, principals will be off without being required to take a day.

Central Office Classified Staff

When schools are closed for weather, central office classified staff will work or take a vacation day or a personal day. When schools/central office are closed for a state of emergency, central office classified staff will be off without being required to take a day.

Central Office Certified Staff

When schools are closed for weather, central office certified staff will work or take a vacation day. When central office/schools are closed for a state of emergency, central office certified staff will be off without being required to take a day.

Director of Schools

When schools are closed for weather, the director will work or take a vacation day or personal day. When the central office is closed for a state of emergency, school breaks, or holidays the director is off per contract.

LONGEVITY PAY/CAREER LADDER PAY

Longevity is defined as permanent employment with the Marshall County Board of Education. This work may be full-time or part-time but must be permanent work. Substitute work is not permanent employment.

Longevity years will follow the school calendar but will be paid in November of the following school year.

The rate of pay will be \$25 per year for service as a part-time employee or \$50 per year for service as a full-time employee. An employee will receive longevity pay after he or she has met the above guidelines for five (5) consecutive years. Five-year employees will receive \$125 if part-time or \$250 dollars if full-time. The longevity increases annually until the employee reaches \$1,000 in longevity pay. The maximum any person can receive is \$1,000 in one contract year. All contracts end on June 30th. Longevity Pay will be issued in one payment in November as per county guidelines.

Career Ladder checks (Certified personnel only) will be issued in the regular November check if the check from the state arrives in time. If not, it will be included in the regular December payroll check. Spring checks will be in the regular May payroll check if the money arrives in time. If not, it will be included in the June regular payroll check. This decision was made by a majority vote of the Career Ladder teachers.

MARSHALL COUNTY BOARD OF EDUCATION BENEFITS

HEALTH, DENTAL AND VISION COVERAGE

The Marshall County School System offers a comprehensive insurance package to all full-time (30 hours or more per week) employees. The State of Tennessee Group Insurance Plan currently has contracts with Blue Cross Blue Shield Tennessee and CIGNA for medical coverage. The district offers dental coverage through Cigna and vision insurance through Ameritas. All employees and their dependents who enroll in health benefits also receive Employee Assistance Program (EAP) and Mental Health Substance Abuse (MHSA) services which are contracted through Optum.

New hires must enroll in benefits within the first thirty (31) days of employment.

After thirty (30) days you must have one of the following Special Qualifying Events (SQE) to enroll:

- (1) Death of spouse or ex-spouse
- (2) Divorce
- (3) Legal separation
- (4) Loss of Eligibility (does not include a loss due to failure to pay premiums or termination of coverage for cause)
- (5) Loss of coverage due to exhausting lifetime benefit maximum.
- (6) Loss of TennCare (does not include a loss due to failure to pay premiums)
- (7) Termination of spouse or ex-spouse's employment
- (8) Employer eliminated contribution to spouse's, ex-spouse's or dependent's insurance coverage (total contribution, not partial)
- (9) Spouse's or ex-spouse's work hours reduced causing loss of eligibility for insurance coverage or
- (10) Acquired a new dependent, spouse, newborn or adoption/legal custody.

In the case of a Special Qualifying Event, you must notify the Benefits Coordinator and submit an application to enroll within sixty days (60) of the qualifying event.

All newly hired full-time employees must fill out an eligibility form regardless of whether or not they elect to participate in the plan.

The school system pays a portion of the cost for medical and dental insurance. Deductions are taken out of ten (10) paychecks (August – May) for coverage from October 1st through September 30th. The Benefits Coordinator will provide new hires with a premium rates sheet and additional information.

GROUP TERM LIFE INSURANCE

The Marshall County School System provides a \$10,000 life insurance policy for all full-time (30 hours or more per week) employees. At the time of hire, each new full-time employee has the option of purchasing an additional \$20,000 voluntary group term life (VGTL) policy for a minimum monthly deduction.

DISABILITY INSURANCE

Long-term disability insurance is provided by the Marshall County School System to all full-time (30 hours or more per week) employees. Enrollment must take place at the time the employee is hired. Short-term disability

insurance is optional and may be purchased during the annual enrollment period in August. The payroll office can provide additional information about disability insurance.

RETIREMENT

The Marshall County School System is a member of the Tennessee Consolidated Retirement System (TCRS). TCRS covers state employees, higher education employees, K-12 public school teachers, and employees of political subdivisions who have elected to participate in the plan. All full-time (30 hours or more per week) employees are eligible to participate in the TCRS plan. Certified personnel are eligible on the day of hire and Classified personnel are eligible six (6) months after the date of hire.

Effective July 1, 2014, all new hires with the MCSS will be enrolled in the Hybrid Pension Plan if they meet the following: (i) hired as a state employee, higher education employee, or **teacher** after June 30, 2014, and (ii) who have not maintained membership in the TCRS Legacy Pension Plan based on previous service as a state employee, higher education employee, or teacher prior to July 1, 2014. A member that refunds all contributions or leaves employment prior to attaining vested status and remains out of service with a TCRS covered employer for seven (7) consecutive years loses membership and would be covered by the Hybrid Pension Plan upon returning to covered TCRS employment. Employees transferring their TCRS membership from another agency to the Marshall County School System will remain in the same plan (Legacy Pension Plan). Effective July 1, 2014, all new **Classified** hires with the MCSS will be enrolled in the TCRS's Legacy Plan.

Employees covered under the Legacy Pension Plan will contribute 5% of their salary toward the defined benefit plan and the MCSS will contribute 9.08% of the Certified employee's salary and 7.5% of the Classified employee's salary to the Legacy Pension Plan.

Under the Hybrid Pension Plan employees will contribute 5% of their salary to the defined benefit portion of the Hybrid Pension Plan and 2% of their salary to the defined contribution portion of the plan. An employee may change the contribution to the defined contribution portion of the plan by filing a form with the defined contribution plan vendor. The MCSS will contribute 4% of the employee's salary to the defined benefit portion of the plan and 5% of the employee's salary to the defined contribution portion of the plan.

The Hybrid Pension Plan has two components: a defined benefit plan and a defined contribution plan. The Hybrid Pension Plan increases the requirements for service and early retirement benefits. Previously, a member was eligible for a service retirement upon attaining age 60 and vested status or at any age upon attaining 30 years of service. A member must now attain age 65 and 5 years of creditable service or meet the rule of 90 (where age and years of service total 90). Previously, a member was eligible for early retirement benefits at age 55 with vested status. A member must now attain age 60 and 5 years of creditable service or meet the Rule of 80 (where age and years of service total 80). The benefit accrual factor is 1% under the Hybrid Pension Plan versus 1.5% under the Legacy Pension Plan.

New hires will enroll in the TCRS pension plans and name their beneficiary(ies) using an employee self-service system. The TCRS will mail enrollment information to all new hires. For additional information you may visit www.treasury.tn.gov/tcrs

CAFETERIA PLAN

The Marshall County School System offers an optional Cafeteria Plan to employees. The premiums an employee has payroll deducted for health, dental, vision and additional life and other optional insurance can be deducted first and then the balance of income is taxable. These benefits are free from federal and state income taxes, reducing taxable income. In other words, the percentage of take-home pay is increased. Everyone's tax situation is different and each employee may want to consult with their tax advisor before making a decision to participate in the Plan. You may opt in or out of the Plan during the open enrollment period each year.

OPTIONAL BENEFITS

The Marshall County School System offers a variety of optional benefits to all full-time (30 hours or more per week) employees which can be purchased during annual enrollment in early August. Deductions for these optional products, as are Medical, Dental and Vision, are taken out of ten (10) paychecks each year. No deductions for benefits are taken out of June and July paychecks.

Optional benefits available for purchase include short-term disability, CancerCare, CriticalCare, and Accident insurance policies, voluntary group term life insurance, Flexible Spending Account (FSA), and tax-deferred investments. Employees may contact the payroll office for additional information regarding optional benefits.

**MARSHALL COUNTY BOARD OF EDUCATION
EMPLOYEE LEAVE**

SICK LEAVE (5.302)

PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for every 20 days worked while employed during the school year and shall accumulate for an unlimited number of days.

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

CLASSIFIED PERSONNEL

The time allowed for sick leave shall be one (1) day for every 20 days worked while employed during the school year and shall accumulate for an unlimited number of days.

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the employee's immediate family, including the employee's spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave

pay. A falsified statement shall be grounds for dismissal. A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave pay.

Permanent cumulative sick leave records for each active employee shall be kept in the Director of Schools' office.

Sick leave for maternity purposes may be taken during the period of physical disability only. Documentation from a physician may be required.

Accrued sick leave shall not be compensated due to resignation, retirement or termination.

PART-TIME CLASSIFIED PERSONNEL

Part-time employees are those who work less than 30 hours per week in the position. Part-time employees who work a minimum of four (4) hours a day are eligible for one (1) half-day sick and one (1) half-day holiday every 20 days employed during the school year. Sick days shall accumulate for an unlimited number of days. Part-time employees are eligible for one (1) half-day bereavement each school year; however, no personal or vacation days.

HOLIDAY AND VACATION LEAVE

Classified personnel employed for 240 days shall earn one (1) day of vacation and one (1) holiday per month. Classified personnel employed for 260 days shall earn one vacation day per month (maximum of 12 per year) and the following paid holidays: New Year's Day (1); Martin Luther King Day (1); President's Day (1); Good Friday (1); Memorial Day (1); Independence Day (1); Labor Day (1); Thanksgiving (2); and Christmas (3).

Classified Personnel employed for nine (9) months will receive holiday pay for one holiday for every twenty (20) days worked. These days are included in the 189-day work calendar.

Classified personnel shall be compensated for vacation days when the employee resigns, retires, or is terminated.

BEREAVEMENT LEAVE

All employees earn one (1) bereavement day (which may be taken in 1/2 days) per year to use in the case of a death of those not covered by sick leave. Bereavement days do not accumulate.

FAMILY AND MEDICAL LEAVE (FMLA) (5.305)

PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

ELIGIBILITY

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

Additional information about FMLA may be found in the Marshall County Board of Education School Board Policy Manual or by contacting human resources office.

All employees are required to review online the following employee leave policies, which can be found at www.k12marshall.net

- Personal and Professional Leave – Policy 5.303
- Emergency Leave – Policy 5.301
- Legal Leave – Policy 5.301
- Long Term Leaves of Absence for Professional Personnel – Policy 5.304
- Military Leave – Policy 5.306
- Physical Assault Leave – Policy 5.307
- Legislative Leave – Policy 5.309

**MARSHALL COUNTY BOARD OF EDUCATION
EMPLOYEE WELFARE**

PERSONNEL HEALTH EXAMINATIONS/COMMUNICABLE DISEASES

All employees, prior to entering service, shall present a certificate showing a satisfactory health record. Employees shall inform the Director of Schools whenever they contract a contagious or communicable disease.

No employee who has any communicable disease shall perform his duties in any location where such might endanger the health of school children. The Board shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.

The Director of Schools shall reassign or suspend any employee who is suspected of having a communicable disease which might endanger the health of children, pending investigation and final disposition of the case before the Board. To assist the Board in making final disposition of the case, the Director of Schools may refer the case to the County Health Office or other medical experts. The Board shall use the written report to determine the employment status of the employee.

All new hires must return proof of a physical exam prior to the first paycheck being issued. The employee pays for the physical exam.

DRUG AND ALCOHOL TESTING FOR EMPLOYEES (5.403)

REASONABLE SUSPICION DRUG TESTING

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

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

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

WORKMEN'S COMPENSATION/ACCIDENT REPORTS

The Marshall County School System provides workmen's compensation insurance for all employees. If an employee is injured on the job, contact your principal or supervisor immediately and file a claim with the Central Office. The claim must be reported and filed within 24 hours of the occurrence of the injury.

Please check with the Central Office prior to visiting a physician for a workmen's compensation injury unless it is an emergency. In cases of severe injury or trauma and when immediate attention is needed, an ambulance should be called, and the injured worker taken to the emergency room at Marshall Medical Center. Do not submit your medical card for a workmen's compensation injury.

Accident reports must be filed with the immediate supervisor when an accident occurs on school property, regardless of its severity. If an employee has questions regarding accident reports please contact the principal, immediate supervisor, or payroll officer.

WEAPONS

Tennessee Code TCA 39-17-1309 Carrying weapons on school property. (b)(1) It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution.

(2) A violation of this subsection (b) is a Class E felony

Tennessee Code TCA 49-6-4209 Report of reasonable suspicion by principal to law enforcement officer. (a) It is the duty of a school principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of title 39, chapter 17, part 4, § 39-17-1307, or § 39-17-1309 (unlawful carrying or possession of a weapon) upon the school grounds or within any school building or structure under the principal's supervision, to report the reasonable suspicion to the appropriate law enforcement officer.

(b) School personnel have the duty to report any reasonable suspicion that a student is committing or has committed any violation of title 39, chapter 17, part 4 or § 39-17-1307 (unlawful carrying or possession of a weapon) to the principal, or, if the principal is not available, to the principal's designee. If neither the principal nor the designee is available, school personnel may report violations of title 39, chapter 17, part 4 or § 39-17-1307 (unlawful carrying or possession of a weapon) committed on school property to the appropriate authorities.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

As a participant in the State Group Insurance Plan (ParTNers for Health), EAP provides confidential financial, legal and emotional counseling at no cost to eligible employees and their dependents. EAP counseling is available for problems that can be resolved in a short period of time. Employees may receive up to five (5) sessions per problem episode. Referrals are made for problems requiring more time.

MENTAL HEALTH AND SUBSTANCE ABUSE

Employees and their dependents enrolled in health coverage are eligible for mental health and substance abuse benefits, which are administered by ParTNER's EAP. You have convenient and confidential access to benefits. Services generally include the following:

- Outpatient assessment and treatment
- Inpatient assessment and treatment

- Alternative care such as partial hospitalization, residential treatment and intensive outpatient treatment
- Treatment follow-up and aftercare

Certain services are specifically excluded under the terms and conditions of the State Group Insurance program.

For more information, contact the Benefits Coordinator or ParTNer's EAP at 855-437-3486 or via the web at www.Here4TN.com

SICK LEAVE BANK

Effective August 9, 2016, all Marshall County School System employees (Certified & Classified) are eligible to participate in the Sick Leave Bank, which is set up to provide sick leave to contributors who have suffered unplanned personal illness, injury, disability or quarantine and whose personal leave is exhausted. As a donor, members will have two (2) sick days deducted from their personal accumulation and donated to the Sick Leave Bank. Donations need only be made once, in writing, during the months of August, September or October of any school year.

Members of the Sick Leave Bank shall be eligible to make application to the Bank after having been a member for thirty (30) calendar days. The maximum number of days per request is 20. Donations to the Sick Leave Bank are non-transferable and non-refundable.

For additional information about the Sick Leave Bank please contact the Benefits Coordinator.

All employees are required to review online the following employee welfare policies, which can be found at www.k12marshall.net

- **Emergency Closings – Policy 1.8011**
- **Crisis Management – Policy 3.203**
- **Security – Policy 3.205**

**MARSHALL COUNTY BOARD OF EDUCATION
SEPARATION POLICIES**

SEPARATION PRACTICES FOR NON-CERTIFIED EMPLOYEES (5.202)

DISMISSAL

All non-certified (Classified) employees are employed at the will of the Director. The Director of Schools may dismiss any non-certified employee during the contract year for any reason. (12/8/11)

RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the Central Office. It shall be the responsibility of the retiring employee to file for benefits. Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.

All Certified employees are required to review online the following separation policies, which can be found at www.k12marshall.net

- **Separation Practices for Tenured Teachers – Policy 5.200**
- **Separation Practices for Non-Tenured Teachers – Policy 5.201**

**MARSHALL COUNTY BOARD OF EDUCATION
PRIVACY LAWS**

TENNESSEE REPLEVIN LAW

The Law:

39-16-504. Destruction of and tampering with governmental records.

(a) It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
- (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

(b) A violation of this section is a Class A misdemeanor.

(c)(1) Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney or attorney general, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section.

(2) Such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal. [Acts 1989, ch. 591, § 1; 1998, ch. 906, § 1.]

Cross-References. Penalty for Class A misdemeanor, § 40-35-111. Section to Section References. 39-16-501 – 39-16-507 are referred to in § 40-12-201. This section is referred to in § 5-23-107.

The Explanation:

Possession and sale by private individuals of any government record is prohibited in Tennessee according to Tennessee Code Annotated § 39-16-504. Called the Replevin law, it prohibits the removal of records from governmental agencies in the state. This law includes all records created by state, county, or municipal government. Section (a)(3) states that it is unlawful to, “Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a government record.” Section (c)(1) and (2) further state that, “Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney, or general attorney, as the case may be, to obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section,” and that “such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal.” Violating this law is a Class A misdemeanor.

**Marshall County School System
Confidential Information Acknowledgement**

In accordance with TCA 8-32-101, all employees must receive a copy of TCA 39-16-504 and must sign below that it has been received. Section 39-16-504 Tennessee Code Annotated, *Destruction of and tampering with governmental records (Tennessee Replevin Law)*, states:

- a) It is unlawful for any person to:
- 1) Knowingly make a false entry in, or false alteration of, a governmental record;
 - 2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
 - 3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.
- b) A violation of this section is a Class A misdemeanor. (Acts 1989, ch. 591)

Please check boxes after reading each statement.

- I hereby acknowledge I have read TCA 39-16-504.
- I understand it is my responsibility to review Board Policies and the Marshall County School System's Employee Handbook online at the District's website, or I may request a paper copy.
- I understand a copy of the Health Insurance Marketplace Coverage letter, Notice of Privacy Practices, COBRA, Summary of Benefits & Coverage, and Safe Harbor Resolution required by the Patient Protection and Affordable Care Act (PPACA) are available at the District's website for review or I may request a paper copy.
- I understand that no information in the Handbook shall be viewed as an offer, expressed or implied, as a guarantee of any employment of any duration.
- I understand that any rules, policies and procedures described in the Handbook do not supersede Board Policy or State Law.

◆————◆

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, states that any information which relates to the educational program of instruction of a student is an "education record." Education records may include, but are not limited to: teacher notes regarding a student; special education documents, including IEP materials; student assessments; Star Student information and other Portal materials. The law requires that a School

District, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. In addition to FERPA, the *National School Lunch Act* (NSLA) provides additional confidentiality protection to information regarding students who participate in free and reduced lunch programs.

A School District may disclose appropriately designated "Directory information" in certain school publications and to certain outside companies without written consent. However, parents may advise the District that they do not wish even for their child's Directory information to be disclosed, in accordance with District procedures.

Because of a parent's rights to protect their child's confidential educational records, all employees of the MCSS must take extreme care with information about students which they come into contact with on a daily basis. Furthermore, all employees of the MCSS must not release or discuss confidential student information to/with third parties who do not have a right to receive or review such information. If an employee of the MCSS has a concern regarding the possible disclosure of confidential student information, they should discuss that concern with their supervisor and the Director of Schools BEFORE disclosing the information to a third party.

After reviewing the foregoing, I understand that as an employee of the MCSS, I am bound by the requirements of FERPA and must take precautions in maintaining the confidentiality of student education records. If any circumstance arises which I am concerned may involve a disclosure of confidential student information, I will contact my supervisor and the Director of Schools before disclosing the information or discussing the information with a third party.

By my signature, I acknowledge that I have read the foregoing and understand that maintaining confidentiality of student information is part of the responsibilities and requirements as to my employment position with the MCSS. I understand that failure to follow these requirements may result in disciplinary action.

Signature

Printed Name

Date _____

