

Employee Handbook

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Handbook overview

Implementation of Rules and Regulations

This handbook addresses employee's general responsibilities, privileges, and helpful information. In addition, this handbook contains Lawrence County Board Policies as well as laws and procedures that most directly relate to certified personnel. In accordance with TCA 49-2-207, all board policies are available for review through your building principal or on the LCSS website at <https://tsba.net/lawrence-county-board-of-education-policy-manual/>. You are encouraged to familiarize yourself with this handbook and revisit it from time to time. This is not a contract. It is simply intended to familiarize you as an employee with the policies, procedures, laws, and expectations of the school district, state, and federal government.

Periodically, new policies, laws, or procedures affecting employees will be enacted or put into place. Current policies are reviewed annually and may be continued, deleted, or revised. As they are transacted, copies of any new or changed policies will be sent to each school's principal and will also be available for review on the LCSS website. This handbook is always available on the LCSS Website. It is the employee's responsibility to stay abreast of current policies, laws, and procedures governing the school system's operation.

It is the principal's duty to administer and implement policies, laws, and procedures at his/her respective school and to assure compliance by the personnel under his/her jurisdiction.

Mission and Vision

Mission

Schools and Communities Working Together for Student Success

Vision

The Lawrence County School System envisions an inclusive, welcoming, and safe educational environment in which all students are valued, held to high expectations, and are successful.

Equal Opportunity Employer

The Lawrence County School System does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, marital status, or any other protected status covered by federal, state or local laws in its educational programs or employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Workday

Length of Teacher Work Day

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the students and the school are completed.

Length of Classified Staff Work Day

Bus drivers -6 hours

Custodians -8 ½ hours with 30 minute unpaid lunch

Educational Assistants -7 ¾ hours with 30 minute unpaid lunch (school days)

7 ½ hours with 30 minute unpaid lunch (in-service, admin, PTC days)

Food service - Part-time -4 hours

Full-time - 7 hours with 30 minute unpaid lunch

Assistant manager -7.75 hours with 30 minute unpaid lunch

Manager -8 hours with 30 minute unpaid lunch

Maintenance -8 hours with 30 minute unpaid lunch

School Bookkeepers -8 hours with 30 minute unpaid lunch

School Secretaries -8 hours with 30 minute unpaid lunch

*Comp time should NEVER be accumulated without building administration's approval.

Conference Day Schedule

Two Parent Teacher Conferences are scheduled each school year. One is held in the fall and one in the spring. Teachers must make-up PTCs in the event that there is an absence that cannot be avoided. A day may not be claimed for PTCs by certified staff. The building principal must approve the rescheduled conference and parents must be notified of the rescheduled conferences.

10 and 11 month staff must work during parent teacher conferences or claim 0.5 day of accrued leave.

Duty Free Lunch Period

All full time employees shall have an unencumbered daily duty-free lunch of at least thirty (30) minutes. Variance from this shall occur only because of emergency.

Planning Time for Teachers

Each professional employee shall have during the students' instructional day a daily, individual, duty-free planning period of at least forty (40) consecutive minutes during which he/she shall have no other assigned responsibilities.

Attendance Beyond Work Day

Administrative meetings, student supervision, assigned duties, parent conferences, group or individual planning, extra-curricular activities, etc. may require hours beyond the stated minimum.

Attendance at Athletic Events

All employees shall be admitted without charge to home regular season athletic games in Lawrence County. Free admission to special tournaments will be determined by the school administration.

Employees may use personal day(s) if they wish to attend a postseason competition. **Exception:** Individuals listed on the coaching staff for said sport competing will not be charged personal day(s). Parents with children participating in the event as cheerleader and participant(s) will not be required to use a personal day.

Staff Meetings (Policy 5.603)

Staff meetings shall be held in each school for the purpose of promoting school improvement and professional growth and may be conducted by the principal, teachers, or committees. All staff members are expected to attend all meetings called by the administration and all in-service programs designed to improve the total school, unless excused by the person calling the meeting.

Teachers' meetings may include but are not limited to:

- 1.Meetings of the entire staff of school;
- 2.Meetings of teachers in the same subject area or grade level;
- 3.System-wide in-service meetings; and
- 4.Committee meetings dealing with specific problems.

Coaches have the same responsibility to attend faculty meetings, in-service meetings, assemblies, and other school activities as do other teachers. However, during the season of the sport to which the coach is assigned, he/she may be excused by the building administration from meetings held after the close of the school day. It shall be the responsibility of the coach to inquire of other teachers as to the content of meetings missed and to keep informed of activities going on in the school.

Required Training

In-Service Requirements for Licensed Educators

The development of a comprehensive in-service plan is a significant educational endeavor for each local school system. A minimum of five (5) days of planned in-service education, each of which shall be equivalent to not less than six hours of activities, shall be developed. All five of these days shall be identified in the annual school calendar. In-service credit shall not be allowed for participation in activities which are scheduled during regular teaching days or at any time for which participants are being paid for other than in-service reasons. Taking sick days, personal days, birthday days, etc. will not be allowed. Therefore, missed in-service days will result in an employee's pay being docked, which could negatively impact time of service. All efforts are made on behalf of the district to offer opportunities to prevent this from happening.

LCSS Annually Required Training

All employees will be assigned annual state mandated LEA training. These required training sessions will be electronically assigned to employees.

Professional Behavior

Personnel Files (Policy 5.114)

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

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

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;
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's 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.

Criminal History and Background Checks

T.C.A. 49-5-413(a) requires any individual applying for a position in close proximity to school children to supply a fingerprint sample and submit to a criminal history check to be conducted by the Tennessee Bureau of Investigation. Lawrence County Board of Education requires the criminal history background check and fingerprinting of all applicants for employment. All hiring decisions are contingent upon satisfactory background check results.

Teacher Dress (Policy 5.6001)

All staff members are expected to dress in a professional manner that inspires respect and serves as a role model for students. It is recognized that attire must also be appropriate for the teacher's assignment, the needs of the students, and the physical needs of the staff member. Board policy 5.6001 addresses, in detail, the dress code guidelines. It is understood that problems concerning teacher dress shall be handled professionally between the educator and his/her immediate supervisor.

Cell Phone Usage (Policy 3.3001)

Employees may use cellular phones for job related communication during work hours, provided such use does not disrupt the learning environment. Personal use of cellular phones shall be limited to off duty time.

Use of Internet/E-Mail (Policy 4.406)

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. Policy 4.406 outlines the expectations of employee and student internet/email usage.

Purchasing Authority (Policy 2.808) and Purchasing (2.805)

Lawrence County Policy 2.808 states the procedures to follow to expend school or system funds. All purchases made by the school system shall be by purchase order or formal contract, and no purchase shall be made, nor payment approved, unless covered by an approved purchase order.

Sales tax must be paid when items are purchased for resale at events.

Corporal Punishment

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with LCSS Board Policy 6.314.

Energy Conservation Expectations

All LCSS employees are expected to follow the energy policy and guidelines. This includes setting HVAC equipment to unoccupied setpoints (55 for heating; 85 for cooling) before leaving your area for the day. Computers and monitors, non-networked printers and copiers, and all audio visual equipment are to be powered off at the end of each day. Lighting is to be turned off at all unoccupied times.

Self-Reporting of Arrest (Policy 5.612)

Employees of the Lawrence County School System shall report immediately to their immediate supervisor any time they are placed under arrest. The report will include the time, place, date, and reason for the arrest as well as the name of the arresting agency. This report may be given either by the employee, the employee's attorney, or the employee's next-of-kin. The employee, or his/her representative, will be given, in writing, notification of the time and date that the report was received. This notification will be signed by the employee, or their representative, and the supervisor. If the arrest occurs during the school year, the supervisor will secure a substitute for the employee for the next business day, unless school is not in session. The supervisor shall report the arrest, in writing, to the director of schools no later than the start of business on the next business day. The director will determine if it is appropriate to place the employee on a leave of absence until the charges are adjudicated. Reporting of an arrest by an employee does not indicate that the employee is guilty of violating any statutes, nor should it be considered an admission of guilt. Employees are innocent until proven guilty. If the director of Schools is arrested, the report must be made to the chairman of the Board of Education and to the Human Resources Supervisor. The director of schools will immediately go on a leave of absence. The full Board of Education will determine who will act as director until he/she is reinstated as well as when the director will be reinstated. A copy of the incident report as well as the court order should be provided to the Human Resources office.

Discrimination/Harassment of Students, Certified, and Classified Employees (Policy 5.500)

Policy 5.500 outlines the definition and procedure for reporting harassment/discrimination. Harassment/discrimination will not be tolerated. All reports must be investigated in accordance with the appropriate policy. Noncompliance with the policy will be reported to the Director of Schools.

All employees have the responsibility to become familiar with these policies and to report any abuse where there is reasonable cause to suspect. Students do not have the capacity to consent to sexual harassment. Teacher-student sexual harassment is called "sexual battery by an authority figure" and is a Class C felony.

Reminder of Educator's Legal Obligation to Report Suspected Child Abuse (Policy 6.409)

All personnel shall be alert for any evidence of child abuse or neglect and shall report such abuse.

Report of abuse by calling: 1.800.237.0004 **OR** on-line at: <https://apps.tn.gov/carat/>

Notify school administration or supervisor of all referrals.

If sexual abuse is suspected, it must be reported immediately to school administration or a supervisor. DO NOT attempt to ask questions or investigate any allegation of sexual abuse. The school administration will notify the appropriate chain of command and will sit with you as you make the DCS hotline referral.

Be prepared to give:

- the name, age, and address of the child
- the name(s), age(s), address, and telephone number(s) of person(s) who have custody of child
- the names and ages of siblings or other people living in the home
- the nature and extent of abuse or neglect
- any evidence that relates to the case

Payroll

Pay Periods

Employees are paid bi-monthly on the 5th and 20th day of each month. If the 5th or the 20th falls on a weekend, employees will be paid on the proceeding Friday. Ten month employees' first paycheck for the academic year will be paid on the first business day of September. The last check of the academic year will be paid on June 20th.

Pay Check Stubs

Employee paycheck stubs are located in the Skyward Business Software. Two portals are available

- Food Service Employees:
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlawrencefoodtn/seplog01.w> All
- other employees:
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlawrencetn/seplog01.w>

All employees should review pay check stubs for accuracy. Any discrepancies shall be reported immediately to the Business Office. Reported errors within the current fiscal year of operations will be adjusted accordingly.

Travel Reimbursement

Reimbursements for travel must receive prior approval. Once approval is granted, mileage will be reimbursed at the rate of \$.625 per mile. Meal reimbursement is as follows: Breakfast \$13, Lunch \$15, and Dinner \$26. This rate is determined by the state and may change during an academic year. Any travel outside the state of Tennessee, will be reimbursed following the U.S. General Services Administration per diem rate guidelines:

<http://www.gsa.gov/portal/content/104877>

Employee benefits

Insurance

A medical insurance plan is available to all regular full-time employees. Upon employment, all new employees will schedule a meeting with the Human Resources Department secretary. During this meeting, all instructions regarding insurance enrollment will be presented.

Any changes after the initial enrollment of insurance will have to be completed during the annual open enrollment period (dates to be determined by Benefits Administration).

The Health Insurance Portability Accountability Act (HIPAA), allows you and your dependents to enroll in health coverage under certain conditions. Exceptions will also be made for you or your dependents if you lose health coverage offered through your spouse's or ex-spouse's employer. You or your dependents may also be eligible to enroll in dental and vision coverage when lost with another employer. If you are adding dependents to your existing coverage, you and your dependents may transfer to a different carrier or PPO option, if eligible. Premiums are not

prorated. If approved, you must pay a premium for the entire month in which the effective date occurs.

Contact the Human Resources secretary in order to identify the qualifying event for special enrollment and to complete paperwork. Application for enrollment must be made within 60 days of the loss of insurance coverage or within 60 days of a new dependent's acquire date.

Employees adding a new dependent to insurance due to the birth or adoption of a child must submit a copy of the mother's birth certificate or court documents within 30 days of the qualifying event.

It is the responsibility of any employee who is enrolled in the group medical insurance plan or an extended leave to make arrangements with the Human Resources secretary to continue with medical coverage.

Any overpayment in insurance premiums tied directly to the employee's failure to timely adjust the amounts of premium being withheld due to changes in personal or family circumstances will not be reimbursed. The employee is responsible for notifying the Human Resource department of any life events that may result in changes to insurance premiums.

403(B) Supplemental Retirement Plan or Tax-Sheltered Annuities

The Lawrence County Board of Education offers 403(b) Plans to all eligible employees. Information is provided upon employment by the Human Resources Department.

State of Tennessee Benefits Administration – Edison

Health Benefits are managed by using EES in Edison. Your Edison ID is your ID number on the Caremark Insurance Card.

1. Log into Edison at <https://www.edison.tn.gov>.
 2. Click "Benefits Enrollment" under "My Benefits" on the left page.
 3. On the Welcome to Employee Self Service page under "Open Benefit Events" click "Select".
 4. Click "Edit" next to the plan (medical, dental, or vision) that you want to add or change. Under "Select and Option," click your plan choice.
 5. Under "Enroll Your Dependents," check the boxes next to the dependent's name to cover him/her. (You may also add dependents to your plan. Follow the instructions "To Add Dependents" section.
 6. Click "Update Elections" to confirm your option. If you select the Partnership PPO, read the Partnership Promise and click "Accept."
 7. You will see a summary of the options you selected. To make changes, click "Discard Changes." If no changes, click "Update Elections."
- Once you have made all of your changes, click "Continue" on the Benefits Enrollment page.

If adding dependents, click on the "Upload Documents" link and then upload any documents that you need to submit. Then, click the "Finished Uploading, Continue to Next Step" link.

1. Next, choose if you want your confirmation by mail or email. Make any changes needed. Click "Submit."
2. You will be taken to a confirmation screen. Click "OK."
3. You can view confirmation of your selections on the Welcome to Employee Self Service page by logging back in and selecting "View" in the View/Print Confirmation Statement box. Remember to keep your contact information updated in Edison.
4. Your User ID and a temporary password will be mailed to your home address. If you did not receive this or are having trouble logging in, please call the Benefits Administration at 800.253.9981, option 3.

To Add Dependents:

1. You may add dependents in the medical, dental, and vision sections. Look for the “Enroll Your Dependents” section. Click “Add/Review Dependents” to add dependents.
2. Click “Add a Dependent” on the Add/Review Dependents page.
Add the dependent’s personal information and click “Save,” then “OK” on the next screen.
3. To add additional dependents, click “Add a Dependent” on the Add/Review Dependents page. When done, click “Return to Event Selection.”
4. Click the “Enroll” boxes under “Enroll Your Dependents.” Then click “Update Elections.”
To add a dependent to dental or vision, click on the “Enroll” boxes under “Enroll Your Dependents.”
5. You will see an Action Needed Page after clicking “Continue” on the Benefits Enrollment page. Click “continue” to add dependent verification.
6. You can upload your dependent documentation into EES. Scan your document and click “Upload Documents.”
7. Click “Browse,” find the file and upload. You can upload as many documents as needed. When complete, click “Finished Uploading, Continue to Next Step.”
8. If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your CVS/Caremark card) on each page. Click “Finished Uploading, Continue to Next Step.”

A list of acceptable documentation for dependent verification can be found at www.tn.gov/finance/in

Retirement (Policy 5.205)

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.ment 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.

Registering with Tennessee Consolidated Retirement System

Prior to retirement employees shall go to <https://treasury.tn.gov/Retirement/Information-andResources/TCRS-Overview-and-Self-Service> and click on “login to TCRS self-service to manage your account”. You will begin your retirement process from the Concord website. Issues with the logging in may be addressed by contacting RetireReadyTN at 800-922-7772.

Leaves and Absences

Attendance Under Normal Conditions

Employees shall be at their post of duty in accordance with the time, rules, and/or regulations as set forth by the direct administrator/supervisor. A thirty (30) minute lunch must be taken by any employee working 6 hours or more.

An employee who will be absent from work shall be required to notify the building's administration as early as possible but at a minimum of 30 minutes prior to the scheduled start time stating a reason for such absence.

Substitutes are obtained using the Absence and Substitute website.

Vacation

Vacation leave and holidays are outlined within the annually adopted school calendar. Vacation days must be preapproved by the administration.

Sick Leave (Policy 5.302)

Allocation

The time allowed for sick leave for personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.

Medical Excuses

A certificate executed by the attending physician Documentation from a physician may be required in support of any claim for sick leave pay. Medical documentation is required for all FMLA leaves.

Inclement Weather

All supervisors shall report to work on days that school is canceled due to inclement weather. Absences attributable to inclement weather (snow, flooding, etc.) will be charged against leave (personal or vacation), or in the case of illness, a sick day(s) may be declared. Unless the central office is specifically closed, supervisors are expected to report to work. The director of schools retains the authority to close the central office if inclement weather presents as a significant dangerous condition for employee travel.

Sick Leave Bank

A Sick Leave Bank is available for all full time employees. Volunteer membership is available during the months of August, September, and October. Each member will be assessed a one-time deposit of two (2) sick leave days to be donated to the Sick Leave Bank to be distributed by the Trustees based upon the guidelines. Participants shall not receive any days from the bank until all accumulated sick and personal leave days have been exhausted. Days granted from the Sick Leave Bank are for the member and are not to be used for an elective surgery or for illness of any member of the participant's family

Family Medical Leave (FMLA)

The purpose of the Family Medical Leave Act (FMLA) is 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.

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

The two primary purposes of FMLA is to secure the employee's position and benefits. After the 12 weeks of FMLA has been exhausted, employees are responsible for 100% of health benefits.

Additional information and guidelines may be referenced in Policy 5.305.

Paid Parental Leave

Licensed employees who have been employed by the LEA for at least twelve consecutive months must be granted absence from work with pay for a period of time equal to six (6) work weeks after the birth or stillbirth of the employee's child or the employee's adoption of a newly placed minor child upon the employee giving thirty-days' notice to the employee's LEA.

Bereavement Leave

The Lawrence County Board of Education will provide one (1) day of paid Bereavement Leave (funeral) per school year. The leave may be used for any funeral the employee requests. The leave will also allow the employee the option of using the allowed time as two-half days. Bereavement leave is not cumulative.

Personal Leave (Policy 5.303)

At the beginning of every school year, each teacher shall be credited with two (2) days of personal leave. Two days of personal leave may be accumulated locally and rolled over to the next year up to a four (4) day maximum. Any other unused personal leave accumulated above the four (4) day maximum shall be rolled over as sick leave.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required;
3. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
4. If requested during any prior established student examination period;
5. If requested on the day immediately preceding or following a holiday or vacation period.

Professional Leave (Policy 5.303)

The Board of Education shall also provide one (1) additional professional day per year for activities approved by the director of schools. This additional day is not cumulative.

Military Leave (Policy 5.306)

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the director of schools within thirty (30) days of the beginning of the school year of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service. Requests for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal. The employee shall supply a copy of the orders for duty, including the dates of departure and return, to the director of schools prior to, or simultaneous with, requesting leave.

Legislative Leave

Employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session. In addition, employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall provide the principal thirty (30) days notice when at all possible and should provide no less than five (5) days notice of the leave being taken.

Court Appearance Leave

An employee will be granted court leave with pay for the time required for court appearance only in the following circumstances:

1. When the Board subpoenas or otherwise requests the court appearance of the employee.
2. When an employee is subpoenaed in a lawsuit in which the Board is a party.
3. When an employee is subpoenaed as a result of his/her role with the Board.
4. When an employee is summoned as a juror for jury duty when written evidence of jury service is provided.
5. When an employee is subpoenaed in a lawsuit in which the teacher is not a party and in which he/she has a job-related responsibility to testify as a witness.

Employees will not be able to use court appearance leave with pay for any personal reasons (e.g. their own divorce, custody matters, criminal cases, personal or family disputes, and similar type matters).

Written evidence of required court appearance shall be submitted with the absentee form to receive court leave with pay. Any fees resulting from court service (not to exceed the employee's daily rate of pay) shall be paid to the Board by those receiving leave pay.

Physical Assault Leave

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between the amount received and the teacher's full salary.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the director of schools may also be required to verify the extent of the injury.

Long Term Leave (Policy 5.304)

Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements, or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the office of the director of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician.

The application for leave forms shall require:

- 1 A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Employee's Birthday

Each employee is granted a Birthday Leave Day. Unused birthday leave will roll to sick leave.

Transfers and Assignments

Transfers within the System

An employee interested in a posted position should complete a Transfer Request Form found on the LCSS website. It must be signed by the immediate administrator/supervisor. This form serves as the current employee's application. A Transfer Request will be considered along with other applicants. For efficient operation of the system, each school, and most importantly, the students, the Director of Schools will establish a date for which transfers within the system are not permitted. Only one transfer request per academic year will be considered.

Reductions in Force

When a reduction in work force is required for budgetary purposes, typically the district tries to place personnel that would typically be reduced in other positions; however, this is not always possible.

Nepotism

Whenever a person is considered by the director of schools for initial employment in the system and that person is related to a member of the Board, the director of schools, an administrator in the system, a county commissioner, or any appointed or elected county official, the fact of the relationship shall be publicly made known to the Board prior to the employment of such person. For purposes of this policy, the term "related to" includes the following relationships: father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, wife and husband.

No employee shall work under the direct supervision of a member of his/her immediate family. Supervision is defined as having the direct responsibility for evaluation. Situations existing at the time of adoption of this policy in violation of this policy shall be handled on a case-by-case basis and when possible eliminated through attrition.

Resignation

When resigning, the employee should turn in a written resignation including the effective date of resignation, position from which the employee is resigning from, and the employee's signature. The direct administrator/supervisor shall be provided a copy, and the original resignation shall be provided to the Human Resources office.

Nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor shall sign off that inventory is reconciled. An off-boarding document will be completed on the last day of employment.

Retirement

When retiring, the employee shall turn in a written retirement notice including the effective date of retirement, position from which the employee is retiring from, and the employee's signature. The direct administrator/supervisor shall be provided a copy, and the original retirement notice shall be provided to the Human Resources office.

Nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor should sign off that inventory is reconciled. An off-boarding document will be completed on the last day of employment.

All Tennessee Consolidated Retirement System paperwork must be completed on the TCRS website.

Termination

Upon termination, nothing that belongs to LCSS should leave the LCSS premises. The immediate administrator/supervisor shall complete the offboarding process. This includes the submission of identification badge, equipment, keys, grade books/records, outstanding balances, inventory, and hardware/software passwords.

Safety

School Resource Officers

Each school in Lawrence County is staffed with a School Resource Officer (SRO) employed by the Lawrence County Sheriff's Department.

Name Badges

Employees are required to wear his/her name badge during the school day. The badge should be visible in the chest area in order to be easily recognized by school and law enforcement officials. Employees are responsible for maintaining the badge. Lost or damaged badges will be replaced with a \$5.00 fee.

Emergency Protocols and Drills

Each school has established emergency procedures. It is the employee's responsibility to read and understand his/her responsibilities during an emergency. Please make sure to obtain a copy of this plan from the school administration. Classroom doors are to be locked at all times.

Drug Dogs

The Lawrence County School System contracts with Interquest Detection Canines as a school narcotic detection and deterrence program. Regular campus searches reduce the presence of drugs, alcoholic beverages, abused medications and weapons on campus and school grounds.

Visitor Management System

The visitor management system instantly screens out registered sex offenders from campuses. In addition, it helps manage custody issues, visitors, students, faculty, and volunteers. All visitors in the building must enter through the front office and obtain a visitor's pass.

Injuries on Duty

All injuries and/or illnesses on the job, whether requiring medical attention or not, must be reported to the nurse on site immediately or within the current working shift after such occurrence. If the accident involves loss of consciousness, a fatality, broken bones, loss of a body part or third degree burns, the nurse on site should be notified immediately. It is then the responsibility of the nurse to immediately care for the employee, complete appropriate paperwork, send it to the office of Human Resources, and notify the building administration/supervisor.

The following steps should be followed when injured:

- Notify the nurse on site.
- Complete the appropriate paperwork.
- Follow all provided directions carefully.
- Ask the nurse on site any questions that you may have. Bring any questions that the nurse is unable to answer to the office of Human Resources.
- Do not seek medical treatment for a work related injury without selecting a physician from the Worker's Compensation Panel.

Drug Free Workplace (Policy 1.083, 1.804, and 5.403)

Lawrence County policies promotes a tobacco, alcohol, and drug free workplace and may drug screen if there is reasonable.

Private Vehicles (Policy 3.404)

1. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his/her designee.
2. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.
3. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
4. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

Educator Protection Act

In 2015, the General Assembly adopted the Educator Protection Act, which created the Tennessee Educator Liability Fund (Public Chapter 493). The fund provides excess liability insurance coverage to all public school teachers and student teachers assigned to public schools and protects against damages or claims arising out of the performance of their work and within the scope of their employment or assignment. The coverage is automatically provided to teachers and student teachers at no cost. The fund is administered by the State Board of Claims, which is attached to the Tennessee Department of Treasury. Additional information, including a "Frequently Asked Questions" document, program guidelines, and a claim form, is available through the Treasury website.

Conflicts of Interest

Tutoring for Pay (Policy 5.608)

No employee may charge a pupil a fee for any service rendered to the pupil on the school premises, during school hours, or for any teacher service connected with the school system. Tutoring one's own pupils for pay is prohibited.

Gifts Entertainment, and Favors

Employees of the Board shall not accept gifts from students unless the gifts are of token value only. Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances, such as bereavement, serious illness, or for mementos at retirement. Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items, which are generally distributed to all by the companies through public relations programs.

Solicitations

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the director of schools. Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the director of schools' written approval.

Personal Use of Facilities

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Lawrence County Board of Education.

Requests for use of a school facility shall be made in writing at the office of the principal prior to the date of use. Prior to facility use, these forms (Principal Referral to the Director of Schools) shall be completed by the principal/designee and provided to the director of schools;

1. Groups or organizations requesting facility use will also be required to sign a Use of Facility Agreement contract with the Board of Education (available at the Central Office);
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school itself shall be permitted use of the facility without charge and shall have priority over non-school sponsored events;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers, which provide educational and child care services to the community;
4. All activities must be under sufficient adult supervision and approved by the building principal. The group utilizing the facility will be responsible for any damage to the building or equipment. Custodial services must also be included in the agreement along with any other preparation necessary for returning the facility to normal school use;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted in school buildings. Smoking within the building is not permitted. Smoking outdoors is permitted only in designated areas 50 feet from the building. The building and grounds must be free and clear of smoking debris;
8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment. In addition to the Use of Facility Agreement, as referenced in Guideline Number 2, an application for Permit for Cafeteria Banquets must be made with the Food Service Supervisor;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups.

Licensure

Licensure Lookup

All certified employees are responsible for maintaining his/her licensure.

Changes in Licensure

All changes in licensure status must be communicated to the Human Resources office. Changes will be documented in the employee's personnel file. All license applications are completed on the TNCompass website at <https://tdoe.tncompass.org/>.

Employee Evaluations

Project Coach is used to evaluate all certified employees.

Evaluation Scores

Educators may access evaluation scores on the TNCompass website at <https://tdoe.tncompass.org/>.

Certified Employee Discipline

Discipline of tenured teachers including dismissal is handled pursuant to state law, including T.C.A. 49-5-511, T.C.A. 49-5-512. Discipline of non-tenured teachers including dismissal is handled pursuant to state law, including T.C.A. 49-2-301(b)(1)(GG)(i). Non-tenured teachers are also subject to non renewal of their contract at the end of each school year. Refer to LCSS Board Policies: 5.200 and 5.201 Tennessee Teacher Code of Ethics - 49-5-1001

The general assembly finds and declares that: - 49-5-1002

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

Educator's obligations to students. - 49-5-1003

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. (b) In fulfillment of this obligation to the student, an educator shall:

- (1) Not unreasonably restrain the student from independent action in the pursuit of learning;
- (2) Not unreasonably deny the student access to varying points of view;
- (3) Not deliberately suppress or distort subject matter relevant to the student's progress;
- (4) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- (5) Not intentionally expose the student to embarrassment or disparagement;
- (6) Not on the basis of race, color, creed, sex, national origin, marital status, political or 2 religious beliefs, family, social or cultural background or sexual orientation unfairly:

- (A) Exclude any student from participation in any program;
 - (B) Deny benefits to any student; or
 - (C) Grant any advantage to any student;
- (7) Not use professional relationships with students for private advantage; and
- (8) Not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Educator's obligations to the education profession. -49-5-1004

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

(b) In fulfillment of this obligation to the profession, an educator shall not:

- (1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;

(c) Misrepresent the educator's professional qualifications;

(3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;

(4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;

(5) Assist a non-educator in the unauthorized practice of teaching;

(6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;

(7) Knowingly make false or malicious statements about a colleague; and

(8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Grievance Procedures

A. Definitions

1. A "Grievance" shall mean any claim by a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this agreement; a violation of the right of the teacher to fair treatment; or a violation, misinterpretation, or misapplication of any established written policy or practice of the Board.
2. The term "days" shall mean any day, Monday through Friday, on which schools are open during the normal school year. The first day to be counted shall begin at 8:00 a.m. the day following the day on which the time limits are based. After the last day of the normal school year, a "day" shall be Monday through Friday, excluding holidays.

B. Procedures

It is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee, a grievance may be processed as follows:

Step 1:

The employee may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after the receipt of the grievance. A representative (if requested), the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant shall be provided with the supervisor's written response, including the reasons for the decision.

Step 2:

If the grievance is not resolved at Step 1, then the employee may refer the grievance to the Director of Schools within six (6) days after the receipt of the Step 1 meeting, whichever is later. The Director of Schools shall arrange for a meeting to take place within five (5) days of the Director of Schools receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within eight (8) days after the meeting, the employee and individually involved supervisor shall be provided with the Director of Schools' written response, including the reasons for the decision.

Step 3:

If the grievance is not resolved at Step 2 or the time limits expire without the issuance of the Director of School's written reply, the employee may request a review by the Board of Education within seven (7) days after the employee receives the written decision or within ten (10) days after the time limits for Step 2 have expired. The request shall be made in writing through the Director of Schools, who shall attach all related documents and forward the request to the Board of Education. The Board shall review the case, shall hold a hearing with the employee if requested by the employee, and shall render a decision in writing within ten (10) days of receipt of the grievance. Copies of the decision of the Board of Education shall be sent to the aggrieved employee, to the aggrieved employee's supervisor, and to the Director of Schools.

C. Advanced Step Filing

1. Class grievances involving one or more employees, or one or more supervisors, and grievances involving an administrator above the building level, may be initially filed by the employees at any level.

D. Representation

1. The Board acknowledges the right of the representative to participate in the processing of a grievance at any level.

E. Filing of Materials

All documents, communication, and records dealing with the processing of a grievance shall be filed separately from their personnel files of the participants and shall not be forwarded to any prospective employer of the aggrieved, nor shall such documents be revealed or the grievance(s) be alluded to in any communication between the administration and said prospective employer,

unless specifically requested in writing. Requests must be signed and dated and must remain in the teacher's file.

F. No Reprisals

No reprisals shall be taken by the Board of Education against an employee because of participation in a grievance.

H. General

1.Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step.

2.The Board shall cooperate in the investigation of any grievance.

Student Handbook and Code of Behavior and Discipline (Policy 6.300)

As per TCA 49-6-4017 a Code of Behavior and Discipline is published annually and distributed to all students, parents, administrators, teachers, and staff. This is a compilation of policies, procedures, and regulations governing the conduct of students in the Lawrence County Schools. Teachers have the responsibility to become familiar with the Student Handbook and Code of Behavior and Discipline.

Teacher of the Year

The teacher of the Year program recognizes and honors outstanding teachers in Tennessee. We applaud teachers who care about children, who devote their professional lives to enriching the lives of Tennessee children and who demonstrate exceptional gains in student achievement. Goals of the program are:

- Promote effective teaching practices by recognizing and rewarding outstanding teachers;
- Engage regional teachers of the year in education policy making through the Teacher Advisory Council;
- Encourage participation by every school in the state so that all Tennessee teachers may be recognized and rewarded;
- Build a network of local and state corporate sponsors;
- Provide a network for teachers to share effective practices;
- Encourage a sense of professionalism in teaching;
- Encourage greater participation in building a strong community-school partnership.

Technology

Lawrence County School System Website

www.lcss.us

Lawrence County Email Address:

New employees will be assigned an email address at the time of employment; however, this email address will become inactive on the day that employment with Lawrence County Schools ends. Email is accessed at:

www.google.com

Lawrence County Technology Help Desk

All technology problems must be reported exclusively using HelpDesk online at:

<http://helpdesk.lcs/>

Username: your email address

Password: password

Educator Technology Use Policy

Device, Network, and Internet Access Guideline

Disclaimer:

The internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the LCSS Network and internet do so at their own risk and Lawrence County Schools System (LCSS) is not responsible for material viewed or downloaded by Users from the Internet. To minimize these risks, your use of the Computer Network and Internet at LCSS is governed by the following policy:

Permitted Use of Internet and LCSS Network:

The LCSS network is the property of LCSS and is to be used for legitimate educational purposes. Users are provided access to the network to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use LCSS' computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

LCSS Network Use Limitations:

Prohibited Activities:

Without prior written permission from LCSS, the LCSS network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (i.e. viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional appropriate personal use of the device is permitted if such use does not:

- interfere with the User's or any other employee's job performance,
- have an undue effect on the computer or LCSS network's performance, or
- violate any other policies, provisions, guidelines or standards of this agreement or any other of LCSS. Further, at all times Users are responsible for the professional, ethical, and lawful use of the device. Personal use of the device is a privilege that may be revoked at any time.

Illegal Copying:

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy.

You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of LCSS.

Accessing the Internet:

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to LCSS' network must do so through an approved Internet firewall or other security device. Bypassing LCSS' network security by accessing the Internet directly by other means is strictly prohibited.

Frivolous Use:

Network resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Network or Internet.

Employees have a duty not to waste or damage network computer resources.

Virus detection:

Files obtained from sources outside LCSS, including media brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email, and files provided by customers or vendors, may contain dangerous computer viruses that may damage LCSS' computer network. Users should never download files from the Internet, accept email attachments from outsiders, or use disks from non-LCS sources, without first scanning the material with LCSS approved virus checking software. If you suspect that a virus has been introduced into LCSS' network, notify Lawrence County Schools Technology Department immediately via the Help Desk.

No Expectation of Privacy:

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using LCSS' computer equipment. The network is the property of LCSS and may be used only for LCSS purposes.

Waiver of privacy rights:

Users expressly waive any right of privacy in anything they create, store, send or receive using LCSS' computer equipment or Internet access. User consents to allow LCSS personnel access to and review of all materials created, stored, sent or received by User through any LCSS network or Internet connection.

Monitoring of computer and Internet usage:

LCSS has the right to monitor and log any and all aspects of its devices including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

Blocking sites with inappropriate content:

LCSS has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Use of LCSS-Issued Devices:

To maintain the effectiveness of technology purchased for the education of students, all Users will be responsible for the proper use and care of assigned equipment. It is our expectation that all Users will demonstrate respectful behavior when working with the equipment and software. It only takes one individual to cause serious damage at high costs to the District and taxpayers.

All employees and volunteers agree to abide by all provisions of this policy whether using the technology on site or off site. Your signature constitutes a binding agreement that you have read this policy and agree to abide by its provisions.

No employee will be allowed to access any computers, network resources, or the Internet without a signed and dated copy of this policy on file.

All Users agree to abide by these expectations:

1) Report any problems with your equipment to the Technology Department.

2) Any portable devices (i.e. iPads, laptops, Chromebooks, etc.) issued by LCSS to district educators need to be in the educators' close proximity regardless if on-campus or off-campus. Educators are encouraged to use the devices as needed in preparation for student learning. However, it is understood by LCSS that educators may also utilize portable devices for personal (non-detrimental) use, as long as this use is not in violation of other policies.

3) Any instance of lost or stolen devices MUST be reported to school-level administrators and the LCSS Technology Department within 24 hours of educator recognition of the instance. Failure to do so may result in full financial responsibility for the device by the educator. **Replacement fee for a Dell Chromebook is \$316.98.** If the Chromebook is accidentally damaged, it will be covered by the insurance policy obtained by the district. **In addition, if a power adapter is lost, a fee of \$50 for replacing the adapter will be charged.**

4) The use of personal storage devices (i.e. USB drives) is not permitted except in extenuating circumstances. At times when confidential information may be stored on such storage devices, it is the responsibility of the User to protect the contents of this information as provided by federal and state laws.

5) Users may not install unauthorized software, freeware, shareware, or any other application on LCSS devices or network. Such an action is not allowed at any time. Employees should submit requests via LCSS Help Desk for software installation authorizations.

7) When assigned to supervise students who are using devices, network resources, or the Internet, it is your responsibility to make sure that the Student Acceptable Use Policy for Technology and the Internet is being adhered to by all students.

8) All Users will maintain the security of their login data and report any security problems to their supervisor or Technology Coordinator. Employee User accounts have greater rights than students; therefore, sharing your account information with a student constitutes a violation of federal law. In addition, confidential files and information contained in your account will become visible to anyone with whom you share your account information.

Account Usernames and passwords are for that individual person only and shall not be shared with anyone.

9) Violation of the LCSS Educator Acceptable Use Policy may result in the User not accessing any computers in the District for an indefinite time. A User who violates the terms of this policy may be subject to disciplinary action and/or may be required to reimburse the District for any costs relating to verifying the integrity of the systems and all repairs necessary to restore those systems affected.

10) **The following are zero tolerance violations:**

- a. Installing a malicious or viral file to intentionally infect the system.
- b. Downloading or installing any unauthorized software to the computer or systems.
- c. Altering or attempting to alter the computer's operating systems, software, or security systems.
- d. Breaching or attempting to breach the system's security settings or devices.
- e. Any act or attempted act that causes damage to the computer hardware/software and/or peripherals.

- f. Any attempt to breach external sites or resources from LCSS systems without prior written approval from all entities involved.
- g. **Viewing or downloading inappropriate content from any source.**
- h. Any attempt made from a remote location to alter or disrupt the District's technology services.

Software Guideline

General Statement of Policy:

LCSS licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, LCSS has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of LCSS' computer environment from viruses. It is the policy of LCSS to respect all computer software copyrights and to adhere to the terms of all software licenses to which LCSS is a party. LCSS' employees and others working on behalf of LCSS (such as independent contractors) may not:

1. Duplicate any licensed software or related documentation for use either on LCSS premises or elsewhere without obtaining written permission from the Technology Department/Network Administrator and then only provided LCSS is expressly authorized to duplicate the software by agreement with the licensor,
2. Use software on multiple machines or local area networks unless authorized by LCSS' license agreements,
3. Give software used by LCSS to any third parties, including contractors and customers,
4. Use or install on any LCSS' computer system any software that has not been provided by LCSS or approved by the Technology Department/Network Administrator. Any personal software approved for use shall be registered with the Technology Department and shall be recorded as personally owned. Approval may be withheld by the Technology Department/Network Administrator for any reason. In the event the Technology Department/Network Administrator believes, in his or her sole discretion, that approved software may harm computer equipment, is improperly licensed or is infected by a computer virus, the Technology Department/Network Administrator may direct the employee or contractor to remove the software from LCSS' computer equipment and the employee shall comply with such direction. Unauthorized duplication of software may subject employees and/or LCSS to both civil and criminal penalties under the United States Copyright Act. Acquisition of Software. All software acquired by LCSS must be approved for purchase by the Technology Department/Network Administrator. Software acquisition is restricted to ensure that LCSS has a complete record of all software that has been purchased for LCSS computers and can register, support and upgrade such software. LCSS will not provide support for software that has not been approved for purchase pursuant to the terms of LCSS Computer Software Policy

Registration of Software

When software is delivered, it must be first delivered to the Technology Department to complete registration and inventory requirements. Software purchased by the school department must be registered in the name of LCSS. The Technology Department shall maintain a register of all of LCSS' software and shall keep a library of software licenses. The register must contain: (a) the date and source of software acquisition; (b) the location of each installation; (c) the name of the authorized User; (d) the existence and location of backup copies; and (e) the software product's serial number.

Installation of Software:

After the registration requirements above have been met, the software may either be installed by the Technology Department or the individual who will be using the software. Manuals, tutorials and other User materials should be provided to the User. A copy of the applicable license agreement shall be provided to the User. Once installed on the hard disk, the original media shall be kept in a safe storage area maintained by the Technology Department.

Home Computers:

LCSS computers are district assets and must be kept virus-free. Software used on these computers must be used in accordance with this policy. LCSS-owned software may not be loaded on a device owned by an employee without the permission of the Technology Department.

Shareware:

Shareware software is copyrighted software that is distributed freely through bulletin boards and online systems. It is the policy of LCSS to pay shareware authors the fee they request for use of their products. Registration of shareware products will be handled the same way as commercial software products.

Periodic Audits:

The Technology Department/Network Administrator will conduct audits of all LCSS devices to ensure that LCSS is in compliance with all software licenses. During such audits, scanning and elimination of computer viruses will also be done. Employees are expected to cooperate with such audits.

Acceptable Use Agreement

Staff Acceptable Use Policy

LCSS supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

Acceptable Use Policy Agreement

I accept that using computers and accessing the Internet is an educational advantage afforded me by Lawrence County Schools and that inappropriate use of resources may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy programs or pirate software.

I will not take (for personal use) hardware, software, or computer supplies provided by the school district.

I understand that if an LCSS-issued device is lost or stolen while in my care, I may be financially responsible for the device if proper care, prevention, and reporting of such an incident are not performed. Reporting of lost or stolen devices should be done within 24 hours of recognition.

I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information which is not appropriate.

I understand that electronic mail (email) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet usage can be monitored.

I will not access information which is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

I will not conduct business transactions, commercial activities, or political lobbying.

I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet online. I agree not to meet with any stranger that I have met online. I will not publish personal information about other Users or pretend to be someone else when sending or receiving information.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass or bully others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.

I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.

I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all Users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.

Cyber Safety

- **Netsmartz** from the National Center for Missing and Exploited Children is a terrific site filled with information for young children and for teens. On the educators page, download the NetSmartz Back-2-School kit including animated videos, lesson plans, and hands-on activities for Primary and Intermediate age children. This is an interactive site allowing children to learn as they have fun.
- **commonsensemedia.org** offers a non-sequential, easily integrated curriculum for grades K-8 for safely using computers. There are five units including: Safety, Advertising, Manners, Research, and Technology. The site offers lesson plans and activity sheets by grade levels.
- **I-Safe** offers a site designed for teens to learn about cyber safety.
- **Stay Safe Online** provides free and non-technical cyber security and safety resources to the public, so consumers, small businesses and educators have the know how to avoid cyber crime.
- **Cyber Bullying Welcome to the Take a Stand.** Lend a Hand. Stop Bullying Now! adult pages.
- As an adult, one of best ways you can help stop or prevent bullying is to be educated about, and sensitive to, the issue.
- **K9 Web Protection** is a free Internet filtering and control solution for the home. K9 puts YOU in control of the Internet so you can protect your kids.