



# **Professional Handbook**

**1219 Hwy 641S  
Paris, Tennessee 38242  
(731) 642 – 9322  
(731) 642 – 9327 FAX**

# Table of Contents

<b>I.</b>	
<b>Forward</b>	<b>3</b>
<b>School System and Schools</b>	<b>3</b>
<b>School Calendar</b>	<b>4</b>
<b>Title VI/Title IX</b>	<b>4- 5</b>
<b>P.S.S.D. Central Office Information</b>	<b>6</b>
<b>School Information</b>	<b>7</b>
<b>Informational Contacts</b>	<b>8</b>
<b>Board Policy Information</b>	<b>9</b>
<b>Cafeteria</b>	<b>9</b>
<b>Child Abuse Procedures</b>	<b>10</b>
<b>Courtesy Guidelines</b>	<b>11</b>
<b>Evaluations</b>	<b>11</b>
<b>Insurance</b>	<b>11</b>
<b>Internet Policy for Employees</b>	<b>11-12</b>
<b>Instructional Assistant Guidelines/Duties</b>	<b>13-14</b>
<b>Occupational Safety Hazard Administration</b>	
<b>Bloodborne Pathogens</b>	<b>14</b>
<b>Hazard Communication - Right to Know Law</b>	<b>15-16</b>
<b>Pay Schedule</b>	<b>16</b>
<b>Permanent Folders</b>	<b>17</b>
<b>Professional Dress for Employees</b>	<b>17-19</b>
<b>Professional and Personal Leave</b>	<b>19</b>
<b>Southern Association Accreditation</b>	<b>19</b>
<b>Substitutes – Professional Staff</b>	<b>20</b>
<b>Weather/Emergency Information</b>	<b>20</b>
<b>Web Site – P.S.S.D.</b>	<b>20</b>
<b>Worker’s Compensation</b>	<b>20</b>

## **Forward**

This handbook is designed to make available to all professional personnel a quick reference to information affecting your job during your employment with the Paris Special School District.

## **School System and Schools**

The Paris Special School District was established by a Private Act of the Tennessee General Assembly in 1919. The Paris Special District original act of 1919 created the district with the limits and boundaries of the district being identical with the First Civil District of Henry County. The name of Paris Special School District was also designated by the 1919 Private Act. From 1919 until 1959, the district provided instruction for grades one through eight. In 1959 by agreement with the Henry County Board of Education, grades seven and eight were transferred to Grove Junior High School. In 1995 the seventh grade students and in 1996 the eighth grade students were incorporated into the P.S.S.D. system to receive their education at W.O. Inman Middle School.

There are three schools that make up the Paris Special School District: W. G. Rhea School, Paris Elementary School, and W.O. Inman Middle School.

W. G. Rhea School was opened in August 1968. The school was named for Dr. W.G. Rhea, Sr., a long time member of the P.S.S.D. Board of Education and a contributor to the building fund for the school. Four classrooms were added at the north end of the building in 1970. Four more classrooms were added in 1982 at the south end of the building. In 1985, the covered playground was enclosed to make a modern gym for physical education and other activities. In 1995 another large construction project began at Rhea which included the addition of 14 classrooms and courtyard. In 2008 eight Pre K classrooms were added as well as additional kitchen space and renovations to the front office and updates to the security system. W. G. Rhea School at this time houses Pre- kindergarten through second grades.

W. O. Inman School, which opened in the fall of 1975, was built to replace Robert E. Lee School. The school was named for Mr. W. O. Inman who served as superintendent of the Paris Special School District from 1933 – 1965. In 1995 Inman Middle School began a large addition of eight classrooms, a gymnasium with a stage, and music department consisting of a chorus room and band room. The sixth through eighth grades attend Inman Middle School.

Paris Elementary opened August 1999. The students in third through fifth grades attend Paris Elementary School. This facility, as a joint venture with the city of Paris, also includes a performing arts center, multipurpose gym with suspended walking track, indoor 25 ft. swimming pool, fitness center with exercise and weight rooms, and two community meeting rooms.

## **School Calendar**

A copy of the Paris Special School District school calendar and a school activity calendar is located on the Home Page of the PSSD website.

<http://www.parisssd.org>

Paris Special School District

### **Title VI – Discrimination Disclaimer**

In compliance with Title VI of the Civil Rights Act of 1964 (P. L. 88-352), the following policy is for the guidance of all students and personnel within ALL schools in the Paris Special School District:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity; on the basis of sex, religion, belief, national origin, ethnic group, or disabling condition.

In compliance, any Title VI concerns should be directed to Mike Brown, Superintendent; Paris Special School District, 1219 Hwy 641 South, Paris, Tennessee 38242, Phone: (731) 642-9322.

### **Titulo VI – Renuncia de Discriminación**

De acuerdo con el titulo VI de la ley de los derechos civiles do 1964, la politica siguiete es para la dirección de todos los estudiantes y los empleados dentro de todas las escuelas en Paris Especial Escuelas Zona.

A ninguna persona se le negará empleo, ni será excluida de participación, ni se le negarán beneficios, ni será sujeta a discriminación en ningun programs, ni actividad a base de su sexo, religion, creecia, origen national, grupo étnico, ni condició de incapacidad.

Preguntas con respecto a lo de arriba, deben ser dirigidas al Mike Brown, Superintendent; Paris Especial Escuelas ona, 1219 La carretera 641 Sur, Paris, Tennessee 38242; Telephono: (731) 642-9322.

### **Title IX**

Title IX of the Civil Rights Act provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.”

Should any student feel that the terms of the above legislation are not being met, the first step is to contact the person(s) immediately involved or the school principal to discuss the matter. The principal is able to supply any student with the procedures for formal appeal of unresolved matters.

In compliance, any Title IX concerns should be directed to Mike Brown, Superintendent; Paris Special School District, 1219 Hwy 642 South, Paris, Tennessee 38242 Phone: (731) 642-9322

\*\*\*Translation of Title VI and Title IX into any other native language upon request\*\*\*

### Compliant Managers

Scott Owens, Rhea School (731) 642-0961 extension 202

Sylvia Humphrey, Rhea School (731) 642-0961 extension 203

Leah Watkins, Paris Elementary (731) 642-3675 extension 202

Brendell Cowan, Paris Elementary (731) 642-3675 extension 203

Jason Scarbrough, Inman School (731) 642-8131 extension 202

Jere Drouin, Inman School (731) 642-8131 extension 203

# Central Office Information

**Office Hours: 8:00 a.m. – 4:00 p.m.**

**Friday: 8:00 a.m. -- 3:30 p.m.**

**(731) – 642 – 9322**

**(731) 642 – 9327 Fax**

## **Voice Mail Extensions/E-mail**

\*\*Extension # 0 will immediately go to the receptionist. Voice mail messages can be left on extensions at anytime of day or night.

Mr. Mike Brown - Extension #2

Dr. Norma Gerrell-Extension #3

Mrs. Amanda Hudgins- Extension #4

Ms. Peggy Crownover – Extension #5

Mrs. Tammy Brockwell – Extension #6

Mr. Richie Chilcutt – Extension #7

Mrs. Sherry Wagner – Extension #8

Mr. Doug Woodworth-Extension #9

Mike.Brown@parisssd.org

Norma.Gerrell@parisssd.org

Amanda.Hudgins@parisssd.org

Peggy.Crownover@parisssd.org

Tammy.Brockwell@parisssd.org

Richie.Chilcutt@parisssd.org

Sherry.Wagner@parisssd.org

Doug.Woodworth@parisssd.org

# School Information

**W. G. Rhea Elementary School**  
**115 South Wilson Street**  
**Paris, Tennessee 38242**

Phone Number: (731) 642 – 0961  
Fax Number: (731) 642 – 5171 Office  
(731) 642 – 9436 Cafeteria

Principal: Mr. Scott Owens

Assistant Principal: Mr. Gerald Howard

**Student Day – 7:45 a.m. – 2:45 p.m. \*\*\*Tardy – 7:45 a.m.\*\*\***  
**School Opens – 7:30 a.m.**  
**Dismiss – 2:45 p.m.**  
**Teacher Day – 7:30 a.m. – 3:00 p.m.**  
**Pre-K 8:00-2:00**

---

**Paris Elementary School**  
**650B Volunteer Drive**  
**Paris, Tennessee 38242**

Phone Number (731) 642 – 3675  
Fax Number: (731) 644 - 0734

Principal: Mrs. Leah Watkins

Assistant Principal: Mr. Howard McGill

**Student Day – 7:50 a.m. – 2:50 p.m. \*\*\*Tardy – 7:50 a.m.\*\*\***  
**School Opens – 7:30 a.m.**  
**Dismiss – 2:50 p.m.**  
**Teacher Day – 7:30 a.m. – 3:00 p.m.**

---

**W. O. Inman Middle School**  
**400 Harrison Street**  
**Paris, Tennessee 38242**

Phone Number: (731) 642 – 8131  
Fax Number: (731) 642 – 8209

Principal: Mr. Jason Scarbrough

Assistant Principal: Mr. Bob Markum  
Mrs. Judy Varner

**Student Day – 8:00 a.m. – 3:10 p.m. \*\*\*Tardy – 8:00 a.m.\*\*\***  
**School Opens – 7:30 a.m.**  
**Dismiss – 3:10 p.m.**  
**Teacher Day – 7:50 a.m. – 3:15 p.m.**

## **Informational Contacts**

**Attendance/Truancy** – Principals

**Board Policy Manual Updates** – Peggy Crownover

**Bus Routes** – Doug Woodworth

**Certification** – Mandy Hudgins

**504** – Norma Gerrell

**Food Service Orders** – Peggy Crownover

**Handbook – Changes** –

1. Student/Parent - Principals

2. Professional – Administrative Staff

3. Crisis Plan - School Level –Richie Chilcutt

System Level – Mike Brown/Richie Chilcutt

**Insurance** – Mandy Hudgins

**Leaves – personal/professional** – Principals for approval

**Maintenance** – Notify principals

**Materials/Supplies Needed** – Principal Approval

**Materials/Supplies Ordered** – Peggy Crownover

**Pay** – Tammy Brockwell

**Personnel Records** – Mandy Hudgins, Tammy Brockwell

**Retirement** – Mandy Hudgins

**Salary Scales** – Mandy Hudgins

**Sick Days** – Tammy Brockwell

**Special Education** – Principals/Sherry Wagner

**Teacher Reimbursement(\$200)** – Mandy Hudgins

**Textbook Information** – Peggy Crownover

**Workman’s Comp** – Principals

**Technology**-Charles Archer

Stan Paschall

**Student Information Services**-Dian Edwards

## **Board Policy Information**

A copy of Paris Special School District Board Policies is located on the Home Page of the PSSD website.

<http://www.parissd.org>

**Master copies of P.S.S.D. Board Policies are located at the Central Office and in each School Office.**

### **Cafeteria**

If you choose to eat lunch prepared by the school cafeteria, you should pay weekly on the day(s) specified at each individual school. The cost per day for an adult lunch is \$2.25.

**\*\*\*Limit of 5 days of charges.**

## Child Abuse

### **Reporting Child Abuse**

The law required that any person who has cause to believe that child abuse has occurred MUST report it. An oral report must be made within 24 hours, and you may be asked to submit a written report within 5 days. The report should be made to any local or state law enforcement agency, the Department of Children's Services. The report must contain the name and address of the child and any other pertinent information.

**A PERSON WHO FAILS TO REPORT CHILD ABUSE IS COMMITTING A CLASS B MISDEMEANOR OFFENSE PUNISHABLE UP TO SIX MONTHS IN JAIL AND A \$1,000 FINE. A PERSON WHO REPORTS CHILD ABUSE IS IMMUNE FROM EITHER CIVIL OR CRIMINAL LIABILITY.**

Protocol for reporting abuse:

1. When to report -
  - Child has disclosed abuse of any kind.
  - School personnel suspect that abuse has taken place without disclosure from the child.
  - Report should be made within 24 hours of knowledge of abuse.
2. To whom to report abuse -
  - School guidance counselor or principal designee
  - Department of Children's Services(DCS) at (877) 237-0004
  - Local law enforcement if unable to reach DCS
3. After contacting the Department of Children's Services -
  - School guidance counselor will notify principal and nurse to ensure team approach and to provide a support system for child.
  - A written report must be made and filed appropriately.
  - School staff shall not be responsible for validating the report
  - School staff shall not notify the parents of the child that an allegation of abuse has been made.
  - DCS caseworker must be given access to the child at school once the investigation has begun.
  - Due to apparent confidentiality issues, it is recommended that the DCS caseworker interview the child alone, unless the child specifically requests someone to be in the room during the interview.
  - Court ordered requests will be honored.

## **Courtesy Guidelines**

Individual schools establish a committee to administer courtesy committee guidelines throughout the year. Principal designees will distribute guidelines to school staff.

## **Evaluations**

All teachers will be evaluated every three years according to P.S.S.D. Board Policy. All non-tenured teachers will be evaluated each year for the first three years.

\*\*At least three observations until tenured OR professionally licensed

\*\*At least two observations or focused evaluation for tenured OR professionally licensed

## **Insurance**

Health Insurance is available to all full-time, certified employees. Other insurance products are available. For more information and pricing please contact Mandy Hudgins at central office.

## **Internet Policy for Employees**

### ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS AND THE INTERNET FOR **EMPLOYEES** of Paris Special School District

I have read the Acceptable Use Policy for Computer Networks and the Internet approved by the Paris Special School District Board. As an employee of Paris Special School District I agree to follow and instruct students to follow the acceptable use of network procedures, the Internet, and proper network etiquette. Although I am not responsible for or legally liable for materials distributed to or acquired from the Internet, I will **closely** supervise students to ensure that their Internet experiences strictly follow school policies. I also agree to report any misuse of the information system to the system administrators or to the principal

In addition I agree to the following as it pertains to the computer network, the Internet, and electronic mail:

- ◆ Use of technology shall be in support of education and research, and consistent with the policies of the Paris Special School District.
- ◆ Never write or share your password with **anyone** or leave your computer unattended where sensitive information can be accessed by students or unauthorized personnel.

- ◆ Electronic mail is not guaranteed to be private. Network administrators have access to mail and are required to relate improper use to principals. It is very important that messages sent over electronic mail contain appropriate language. The reason for this is that the people receiving the messages can forward those messages to others or post them on electronic bulletin boards for anyone to read. In addition, messages should not contain personal information that you would not want a stranger to know.
- ◆ The biggest spread of viruses comes from opening attachments. Any attachments received within the district may be opened. All attachments must be accompanied by a statement that it is, indeed, present and a description of what is included in the attachment. If these conditions are not met, DO NOT open the attachment and DELETE the message.
- ◆ All electronic mail shall only relate to education or school administration.
- ◆ Any use of electronic mail for personal gain, commercial, or for-profit purposes is prohibited. Assisting non-profit organizations through electronic mail is allowed with pre-approval from the principal.
- ◆ Extensive use of the network for personal and private business is prohibited. Limited use of the Internet for personal endeavors is allowed as long as the sites are not objectionable and the access is gained after school hours.
- ◆ Personal e-mail must not be excessive and shall be attended to after school hours.
- ◆ The use of any Internet “free” e-mail is prohibited.
- ◆ Any use of the network for product advertisement or political lobbying is prohibited.
- ◆ Network accounts (Log in IDs/Passwords) are to be used only by the authorized owner of the account for the authorized purpose.
- ◆ Users shall not intentionally seek information on other users; modify their files, other data, or passwords; or misrepresent other users on the network.
- ◆ Any attempt to gain unauthorized access to system programs or computer equipment is prohibited.
- ◆ Only software pre-approved by the technology coordinators and principal will be loaded onto any individual teacher or student computer.
- ◆ Students or employees will not engage in Internet/Computer games unless they are **strictly and justifiably** in support of education.
- ◆ Students are NOT to “surf” on the Internet or enter any Chat Room.

Failure to follow the above guidelines could violate school policy and/or state law.

## **Instructional Assistants**

The following information is reviewed with the instructional assistants each school year.

### **GUIDELINES FOR WORKING WITH STUDENTS INDIVIDUALLY OR IN GROUPS**

- Keep a positive attitude with students; give honest praise, encouragement, and opportunities for success.
- Call students by name as early in the year as possible.
- Be consistent and fair in dealing with students.
- Listen and respond to students and convey unusual responses to teachers.
- Avoid stereotyping students because they often live up to the expectations of others.
- Avoid comparing one student to another.
- Respect the confidentiality of students and their families.
- Encourage students to take an active role in learning.
- Use questioning that requires more than one word answer.

### **REPRESENTATIVE EXAMPLES OF DUTIES OF INSTRUCTIONAL ASSISTANTS**

#### **INSTRUCTIONAL DUTIES:**

- Supervise teacher-planned activities.
- Listen and respond to students
- Listen to students read orally.
- Tutor students individually or in groups.
- Monitor seatwork assignments.
- Read to students.
- Tell stories to students.
- Set up and operate equipment.
- Check student papers.
- Assist students with make-up work.
- Assist students as needed in class.
- Assist with group projects.
- Assist with writing and illustrating.
- Assist substitute teachers with information about classroom routines.

#### **CLERICAL DUTIES:**

- Assist with record keeping tasks.
- Prepare materials requested by teacher.
- Prepare and arrange bulletin boards.
- Assist in preparing center materials.
- Assist with classroom filing.

- Prepare student work folders.

### **OPERATING PROCEDURES AN INSTRUCTIONAL ASSISTANT SHOULD KNOW**

- Where supplies are kept and how to obtain them.
- Procedures for fire and tornado drills.
- What equipment is available and how to use it.
- Procedures for dealing with emergencies.
- Names of all school personnel.
- Rules and classroom procedures.
- Student accountability procedures.
- Behavior management procedures.

### **GENERAL SUGGESTIONS FOR INCREASING STUDENT ASSISTANT EFFECTIVENESS**

- Be on time and regular in attendance.
- Learn and follow school rules.
- Dress and speak appropriately.
- Respect the confidentiality of school staff and students.
- Be positive toward the school, staff, and students at all times.
- Do not criticize the school or staff.
- Do not discuss students or their family outside your specific assignment; there should be **ABOLUTELY** no gossip about students or their families or involvement in school politics.

## **Occupational Safety Hazard Administration Information** **Bloodborne Pathogen Standard**

The Occupational Safety and Health Administration established the standard to protect employees who may be subject to exposure of bloodborne pathogens such as Hepatitis B, HIV, and several other viruses.

Universal Precautions is an approach to infection control which focuses on the concept that all human blood and certain human body fluids are to be treated as if known to be infectious for HIV, Hepatitis B, or other bloodborne pathogens. Video is available through school nurses for all personnel to view.

Hand washing and wearing personal protective equipment are two basic components of Universal Precautions. The Centers for Disease Control and Prevention (CDC) offers these instructions for proper hand washing:

- Use soap and running water.
- Rub your hands vigorously as you wash them.

- Wash all surfaces, including backs of hands, wrists, between fingers and under fingernails for 15 seconds.
- Rinse well and leave the water running until after drying hands.
- Dry hands with a single-use towel.
- Turn off faucet using a paper towel.

Gloves are the most commonly required personal protective equipment in a school. All employees are provided disposable single-use gloves to be used whenever human blood or other potentially infectious materials are or may be present. These gloves must be properly disposed of after use.

Red trash bags and disinfectant are available in each building. Contact your school nurse if you need any supplies.

A written explanation of the OSHA Standard 29 CFR 1910.1030 is available to all employees on the OSHA website [www.osha.gov](http://www.osha.gov). or at each school in the nurses' office.

## **Hazard Communication § 1910.1200 The Right To Know Law**

- The Hazard Communication Standard is intended to cover all employees who may be exposed to hazardous chemicals under normal working conditions or where chemical emergencies could occur.
- The Standard applies to those chemicals, which pose either a physical or health hazard.
  - ◆ Physical Hazards are exhibited by certain chemicals due to their physical properties - flammability, reactivity, etc.  
 These chemicals fall into the following classes:
    - Flammable liquids or solids
    - Combustible liquids
    - Compressed gases
    - Explosives
    - Organic Peroxide
    - Oxidizers
    - Pyrophoric materials (may ignite spontaneously in air at temperatures of 130 ° or below)
    - Unstable materials
    - Water Reactive Materials
  - ◆ A health hazard is that which occurs when a chemical brings about an acute or chronic health effect on exposed employees.

- ◆ It can be an obvious effect, such as immediate death following inhalation of cyanide.
- ◆ But a health hazard may not necessarily cause immediate, obvious harm or make you sick right away.
- ◆ You may not see, feel or smell the danger.
- ◆ An acute health effect usually occurs rapidly, following a brief exposure.
- ◆ A chronic health effect is long, continuous and follows repeated long-term exposure.

### The Material Safety Data Sheets (MSDS)

As a PSSD employee you have the "right to know" about the chemicals that you work with that are located in our buildings. In all four of the PSSD facility offices an OSHA MSDS notebook is being maintained and is readily accessible to all employees in the office of every location.

The MSDS sheets contain the following information:

- ◆ Identity of the chemicals (as used on the label)
- ◆ Physical hazards
- ◆ Health hazards
- ◆ Primary routes of entry
- ◆ Whether it is a carcinogen
- ◆ Precautions for safe handling and use
- ◆ Emergency and first aid procedures
- ◆ Date of preparation of latest revision
- ◆ Name, address and telephone number of manufacturer, importer or other responsible party.

As required by law we will review this information during inservice training prior to the start of school. Also, you will find this information included in the PSSD Professional Handbook and PSSD Support Handbook.

### **Pay Schedule**

Each year following the P.S.S.D. School Board budget approval process a pay schedule will be developed that will reflect **all voluntary** deductions. Employees may choose 22 or 26 pay periods. All voluntary deductions will be deducted 24 times for those on the 26 pay schedule. Employees may choose to have their pay check direct deposited. A pay schedule will be included with your first pay check of the new school year.

\*\*TEA/NEA dues will be deducted (10 payments) for those choosing to be member as soon as the membership list is turned in to the Central Office.

## **Permanent Folders – Student**

The following list is the order in which to have your student record folders:

1. Signature review Sheet
2. Three card file –
  1. Attendance and Scholarship
  2. Health Record – **record screenings** (ex. vision/hearing)
  3. Personal Characteristics and Guidance
3. Yellow – Pupil Achievement Sheet(if used by your school)
4. Green Achievement Card – each year’s TCAP sticker put on green card in sequential order.
5. Green Immunization Card with screenings(ex. vision/hearing) recorded on them by physician

\*Notes concerning any student should be kept on file separately from the permanent record.

## **Smoke Free Environment**

Abstain from the use of tobacco and related products on **ALL** P.S.S.D. properties.

## **Professional Dress for Employees**

### Paris Special School District

#### **Professional Dress For All Personnel**

All personnel of the Paris Special School District have shared in establishing a strong professional image in our community. Our desire is to continue to express high professional standards for our school system and model those same standards for our students. Therefore, professional dress shall continue to be the norm. Exceptions to professional dress will be made for special events, field trips, etc. by the local school principal.

#### **Professional Dress Guidelines For All Personnel**

The following guidelines are intended to provide direction. They are not all encompassing. Clothing styles are constantly changing. Therefore any dress code should be considered a working document. Further, the guidelines are not intended to

restrict individual freedom or expression. They have been established by the stakeholders expected to abide by them, and are intended to maintain a high level of professionalism.

Male Administrators:

**Dress slacks, dress shirt, sweater, tie, blazer or suit to be worn at appropriate times**

Female Administrators:

**Adhere to all female teacher policies**

Female Teachers, Secretaries, and Assistants

Acceptable:

**Dresses and skirts should approach knee length.**

**Capri pants must approach mid -calf**

**Appropriately fitting slacks with collared shirt or casual blouse**

**All sweatshirts worn with collard shirt or turtle neck**

Unacceptable:

**Shorts of any kind**

**Stretch pants of any kind**

**No jeans of any color**

**Windsuits/sweatsuits of any kind**

**No T-shirt of any kind**

**Overalls**

**Hoodies**

Male Teachers and Assistants

Acceptable:

**Dress slacks**

**Dress shirt**

**Collared sport shirts**

**Ties when appropriate or designated by principal**

**Sweaters**

**All sweatshirts worn with collard shirt or turtleneck**

Unacceptable:

**Jeans of any color**

**Shoes without socks**

**No T-shirt**

**No shorts**

**Overalls**

**Windsuits or sweatsuits**

Physical Education Teachers and Assistants

Acceptable:

**Shorts and t-shirts during instructional time only**

**Windsuits during instructional time and lunch time**

**All other acceptable teacher/assistant attire may be worn**

Cafeteria Staff:

**Each cafeteria manager will determine the uniform to be worn each day. This will be done under the direction of the principal.**

Custodial Staff and Transportation Staff

Acceptable:

**Slacks**

**Jeans**

**Workpants**

**T-Shirts for night custodians only**

Unacceptable:

**Shorts on all school days with children**

**Caps inside buildings**

Kids Club Summer Staff

**\*\*\*\*Remainder of the year Kids Club personnel will comply with professional dress code as stated above.**

Acceptable:

**Dresses, skirts, and shorts should approach knee length**

**Capri pants and other appropriately fitting slacks**

Unacceptable:

**Shorts that are inappropriate length**

**Shirts/tops with inappropriate language or designs**

**Revealing shirts/tops**

**Overalls**

\*\*\*Modification of this policy will be at discretion of the principal and superintendent.

### **Professional and Personal Leave**

Professional staff's contract is for 200 days. The Superintendent will designate abbreviated days as appropriate.

ALL professional, personal, and sick leave is to be taken in whole or half days increments.

On a designated student abbreviated day or early dismissal due to snow, days missed will be counted as full days. If school is cancelled prior to any personnel reporting for work then no days will be deducted.

### **Southern Association Accreditation**

Paris Special School District follows the SACS School Improvement Plan, which requires a review of the plan every two years in addition to annual reports. Visiting teams are required every five years after the initial certification. All certified personnel will serve on SACS and TSIPP committees as designated by principals.

## **Substitutes for Professional Staff**

If you need a substitute for your class contact your principal or designee as early as possible.

**\*\*\*\*Forms to be filled out upon your return to school will be available from your school secretary.**

## **Weather/Emergency Information**

School closing information can be located on the following web sites:

Channel 2 Snowman Report <http://www.wkrn.com>

Channel 4 Snowbird <http://www.wsmv.com>

Channel 5 Snowwatch <http://www.newschannel5.com>

School closing information will also be announced on the following local radio stations:

WTPR/WAKQ 710AM/105.5FM

WMUF 1000AM/104.7FM

WLZK 94.1FM

### **School Weather Hotline**

W.G. Rhea (731) 642-0961 extension 690

Paris Elementary (731) 642-3675 extension 690

Inman Middle (731) 642-8131 extension 690

## **Web Site – P.S.S.D.**

[www.parisssd.org](http://www.parisssd.org)

## **Workman Compensation**

In case of an accident while performing required P.S.S.D. duties, you should file a report with your principal. The following is a list of the authorized workman's comp medical care providers of which you are **required** to utilize for claims purposes.

### **WORKERS COMPENSATION APPROVED PANEL of DOCTORS**

Paris-Henry County Clinic Eastwood Clinic of Paris

