



## **Support Personnel Handbook**

**1219 Highway 641 South  
Paris, Tennessee 38242  
(731) 642 – 9322  
(731) 642 – 9327 FAX**

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# Forward

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

## I. 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 addition of 14 classrooms. In 2008 eight pre-kindergarten classrooms were built as well as an addition to the kitchen and renovations to the front office. 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, music department consisting of a chorus room and band room. The sixth through eighth grades attend Inman.

Paris Elementary opened August 1999. The students in third through fifth grades attend this school. This facility, as a joint venture with the city of Paris, will also include 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 is located on the Home Page of the PSSD website.

<http://www.parissd.org>

### III.

#### Central Office Staff

Mr. Mike Brown  
Superintendent

Dr. Norma Gerrell  
Supervisor of Instruction

Mrs. Sherry Wagner  
Supervisor of Special Education

Mrs. Tammy Brockwell  
Administrative Assistant

Ms. Peggy Crownover  
Nutrition/Administrative Assistant/Purchasing

Amanda Hudgins  
Business Manager

Mr. Richie Chilcutt  
Director of Facilities

Mr. Finis Bell  
Maintenance

Mr. Bert Hooper  
Maintenance

Doug Woodworth  
Bus Maintenance

Mr. Charles Archer  
Technology Coordinator

Stan Paschall  
Technology Coordinator

Dian Edwards  
Student Information

## **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\*\*\*\*

# School Information

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

Phone Number: (731) 642 – 0961  
Fax Number: (731) 642 – 5171

Principal: Mr. Scott Owens      Assistant Principal: Mr. Gerald Howard

**Student Day – 7:45 a.m. – 2:45 p.m.  
Pre-K – 8:00 a.m. – 2:00 p.m.**

**Paris Elementary  
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.**

**W. O. Inman Middle  
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.**

**VI.**  
**General Information for ALL Support Personnel**

**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.

## **Evaluations**

All Support Personnel will be evaluated twice yearly according to P.S.S.D. Board Policy.

## **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.

### **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.

### **Smoke Free Environment**

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

## **VII.**

5/16/2002

### **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 and faculty advisory council.

# Paris Special School District

## **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, Kids Club Workers, and Assistants

Acceptable:

**Dresses and skirts should approach knee length**

**Capri pants may be worn but should approach mid calf in length**

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

**All sweatshirts must be worn with collared shirt or turtle neck**

**Plain sweatshirts**

Unacceptable:

Shorts of any kind

**Stretch pants of any kind**

**No jeans of any color**

**Windsuits/sweatsuits of any kind**

**T-shirt of any kind**

**Overalls**

**Hoodies**

Male Teachers, Kids Club Workers and Assistants

Acceptable:

**Dress slacks**

**Dress shirt**

**Collared sport shirts**

**Ties when appropriate or designated by principal**

**Sweaters**

**Sweatshirts must be worn with collared shirt or turtle neck**

Unacceptable:

- Jeans of any color**
- Shoes without socks**
- No T-shirt**
- No shorts**
- Overalls**
- Windsuits or sweatwuits**

Physical Education Teachers and Assistants

Acceptable:

- Shorts and t-shirts during instructional time**
- 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-Shirt night custodians**

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.**

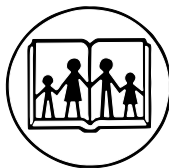
Acceptable:

- 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 dress code will be at the discretion of the principal and superintendent.*



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**TITLE:** Custodian

**QUALIFICATIONS:**

High school diploma or GED. Must pass FBI/TBI background check and have dependable transportation.

**JOB GOALS:**

Works under the direct supervision of the principal/supervisor of the assigned facility. Requires some independent judgment of duties other than daily assigned ones.

Assist students and staff members as necessary. Attend all training sessions as required.

**ESSENTIAL FUNCTIONS:**

1. Responsible for care and appearance of building and grounds.
2. Perform minor maintenance duties.
3. Perform task at a principal directive.

**JOB LOCATION/EQUIPMENT:**

Job requires usage of automatic scrubbers, floor machines and other assigned equipment.

Job location could be at any of the three PSSD schools or the central office.

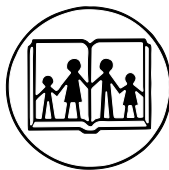
**REQUIRED KNOWLEDGE AND ABILITIES:**

Job requires ability to read and follow instructions and recommended label mixtures. Be able to get along with others.

**GENERAL REQUIREMENTS:**

**The above information is intended to describe the general nature and level of work being performed by the person(s) assigned to this position. The information is not intended to be a comprehensive list of responsibilities, duties and skills required of personnel so assigned.**

**Paris Special School District is an equal opportunity employer**



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**TITLE:** Bus Drivers/Substitute Bus Drivers

**QUALIFICATIONS:**

Twenty-one years of age, current (Department of Transportation) DOT medical card, high school diploma or GED submit to drug/alcohol screenings and have an active CDL-Class B with air brakes, passenger, and school bus endorsements. FBI/TBI Background Check will be conducted prior to employment.

**JOB GOALS:**

Bus drivers work under the direct supervision of the Supervisor of Transportation in the Paris Special School District. Drivers must also follow any directives given by the principal or assistant principal at each school. The job requires the driving of a bus or vehicle to transport students to and from school or other school activities.

**ESSENTIAL FUNCTIONS:**

1. Drive school bus or other vehicles to transport students to and from school.
2. Transport students to school related activities as needed.
3. Perform pre-trip inspection prior to each trip.
4. Clean bus daily.

**JOB LOCATION/ EQUIPMENT:**

Requires the operation of school buses and other types of transportation vehicles. Driver will go to all three schools in the Paris Special School District for pick up and delivery.

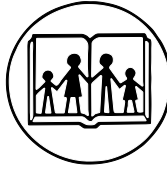
**REQUIRED KNOWLEDGE AND ABILITIES:**

1. Ability to operate school vehicle properly and safely
2. Follow bus routes provided
3. Ability to interpret map of local area
4. Good driving record
5. Current licensure

**GENERAL REQUIREMENTS:**

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**TITLE:** School Nutrition Manager

**QUALIFICATIONS:**

High school diploma or GED equivalent. Pass the necessary health and physical qualifications. FBI/TBI background check will be conducted prior to employment.

**JOB GOALS:**

Assists the principal in supervising school level food preparation and service, and the administration of the food service program. Prepare reports for the central office and school level. The manager works under the direct supervision of the school principal.

**ESSENTIAL FUNCTIONS:**

1. Assists in the supervision and evaluation of school nutrition employees.
2. Sends food orders to central office for weekly delivery.
3. Stays abreast of school lunch developments.
4. Responsible for attending one day of local in-service prior to the beginning of school, and one day of in-service for the Northwest District.

**JOB LOCATION /EQUIPMENT**

Able to properly utilize all state and federally mandated food service equipment in the food preparation and service area. Must possess working knowledge of the computer, copier, fax machine phone system, and adding machine.

**REQUIRED KNOWLEDGE AND ABILITIES:**

1. **Prior knowledge in school food service is preferable.**
2. Ability to communicate with students and staff.
3. Basic knowledge of business practices and procedures.
4. Positive attitude and leadership abilities.

**GENERAL REQUIREMENTS:**

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**TITLE:**        **School Nutrition** Employee

**QUALIFICATIONS:**

High school diploma or GED equivalent. Must pass the necessary health and physical qualifications. FBI/TBI background check will be conducted prior to employment.

**JOB GOALS:**

To assist in the preparation of balanced nutritious meals in efficient and sanitary manner mandated by local, state, and federal guidelines. The food service employee works under supervision of food service manager and follows their procedures.

**ESSENTIAL FUNCTIONS:**

1. Able to relate well with students, staff, and co-workers,
2. Ability to operate and care for all equipment in the cafeteria,
3. Ability to do heavy lifting,
4. Knowledge of & ability to follow School Food Safety Program (HACCP)
5. Aware of all sanitation practices.
6. Able to do any work assignment that could occur in kitchen and fill any vacancy when asked to do so.
7. Cooks as assigned by manger.

**JOB LOCATION/ EQUIPMENT:**

Able to operate all state and federally mandated equipment necessary for proper operation of school cafeteria.

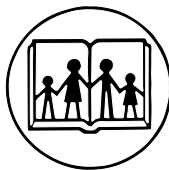
**REQUIRED KNOWLEDGE AND ABILITIES:**

Ability to follow standard operating procedures based on HACCP

**GENERAL REQUIREMENTS:**

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**TITLE:** General Instructional Assistant

**QUALIFICATIONS:**

High school diploma or GED plus one of the following:

- 2 years (48 semester hours) of study at an institute of higher learning, or
- Associates Degree (or higher), or
- Passing score (456) on ParaPro Assessment

FBI/TBI background check will be conducted prior to employment.

**JOB GOALS:**

Works under the direction of classroom teacher as assigned by the principal to provide additional or supportive instruction to students.

**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.

### **General Requirements**

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## **XII. Board Policies**

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 each School Office.**