



Substitute Teacher Handbook

Human Resources Department

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acsk-12.org

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The ACS Substitute List – Employment Procedures

Substitute teachers play a vital role in the education process. In the absence of the classroom teacher, a qualified substitute provides continuity to daily classroom routines. The Arlington Community Schools Substitute Teacher Handbook includes general guidelines, policies and expectations for individuals to follow while serving in this role.

A substitute list is provided to each school principal prior to the opening day of the year. Updated lists will be distributed following each substitute training session.

Application Procedures

The following must be completed to become a substitute teacher with Arlington Community Schools:

1. A Classified or Certified application in the ACS Search Soft portal
2. Two (2) professional references returned
3. College Transcript (official or unofficial) or TN Teaching license uploaded to the application

Approval Process

If approved, the applicant will be instructed to proceed with the ACS Classified New Hire Packet. Each applicant must provide:

1. Current report of a negative result on a TB skin test or Chest x-ray
2. Confirmation of an Associate's degree, Bachelor's degree or higher:
 - (a) Copy of Tennessee teacher's license
 - (b) College transcripts (official or unofficial)
3. Positive results from a completed background check

Upon receipt of the background check report, applicants will be scheduled for a substitute orientation session.

Substitute Orientation Session/Safety Training Requirements

Orientation will include: employee badge processing, employee portal information, **SmartFindExpress** introduction, an overview of ACS procedures and policies, and information on required training for Bloodborne Pathogens, Sexual Harassment, Child Abuse Reporting and Active Shooter, and other safety courses as required at that time.

Upon successful completion of orientation, the applicant's name will be added to the official substitute teacher list and will register with **SmartFindExpress**.

Annual Renewal Procedure

Instructions for the renewal process will be sent to active substitutes via email near the end of the school year. Substitutes are required to work a minimum of 10 full days per school year to remain active in the ACS substitute pool. The substitute must complete the renewal process by the designated deadline to be renewed for the following school year. Failure to return the renewal application by the deadline will result in the deletion of the participant from the substitute list and the repetition of the application process.

Requests for Changes on Site Lists

Additions or deletions of school sites to the substitute profile must be requested via email to Human Resources.

Changes in Name, Address, or Telephone Number

It is the responsibility of the substitute to inform the Human Resources Department of any change in name, address or telephone number. To update your address and/or phone number information, send a written request via e-mail to Human Resources or fax the change to 901-389-2498. A change in name will not occur until a social security card with the new name is presented to the Human Resources Department.

Substitutes are responsible for maintaining updated contact information in the **SmartFindExpress** system (*Access ID # = Employee ID #; PIN = created using a 6 digit option Password=format required for online access*) and the **Arlington Community Schools**

Employee Portal/ APECS

(*User ID =Employee ID #; PIN = last 4 digits of SSN*).

Access the Employee Portal by going to the link at www.acsk-12.org

Removal from the Substitute List

A substitute may have his/her name removed from the substitute list by:

1. Failing to meet requirements for annual renewal.
2. Submitting a written notice to the Human Resources Department requesting removal of his/her name from the substitute list.
3. Receiving notification of unsatisfactory performance.
See the "Evaluation" section for more information.
4. Falsifying employment information.
5. Violation of Arlington Community Schools' policies and/or procedures.
See the Appendix for the **"Report of Unsatisfactory Performance of Substitute Teacher"**

Job Assignment(s)

Daily substitutes will be called by the **SmartFindExpress** system:

Monday – Friday - 5:00 am (HS)/ 6:00 am (EL & MS) – 10:00pm, Saturday 8:00am-8:00pm, and Sunday 8:00am-10:00pm.

Substitutes may access the system at (901) 457-5680, or visit the employee link - (<https://arlingtoncs.eschoolsolutions.com/>) to review available jobs and assignments.

Long term and interim assignments will be arranged and filled through the Human Resources Department and the school principal. Specific guidelines must be followed depending on the status of the teacher and the needs of the position.

Identification Badges

Substitute identification badges are issued at no cost. A procedure agreement is signed upon issue of the badge. Badges are mandatory and should be worn at all times on the property of

Arlington Community Schools. A ***\$10.00 replacement fee is required*** if your identification badge is lost or stolen. The badge will be replaced at no cost due to normal wear, and upon return of the worn badge.

Classification of Substitutes

1. Certificated Substitutes
2. Non-Certified/Degreed Substitutes
3. Emergency Substitutes

Certificated Substitutes

- Must maintain a current Tennessee teacher's license
- Assigned by the principal or his/her administrative designee for daily work or long-term assignments within the substitute's area(s) of certification.
- Assignments may include:
 1. Day-to-day work
 2. Fifteen days in the same position *
 3. Interim/extended absences **

* A certificated substitute may be secured for a long-term assignment out of the area(s) of certification for a maximum of fifteen (15) days.

**A certificated substitute may be assigned an interim position in an area of his/her certification. Verification of prior experience and an official Tennessee teacher's license reflecting endorsement in the area(s) to be taught must be on file with the Human Resources Department before an interim assignment is offered.

Long-term and interim assignments are offered through the Human Resources Department.

Degreed/ Non-Certificated Substitutes

- Holds a minimum of a bachelor's degree from an accredited college or university, but does not hold a current Tennessee teacher's license.
- Assignments may include:
 1. Day-to-day work
 2. Twenty days in the same classroom, with the expected return of the regular teacher before the twenty-first day
- Ineligible for a long term/interim position, unless a temporary license can be secured

Emergency Substitutes

- Holds a minimum of an associate's degree/two years of college credit
- Assignments may include day-to-day work
- Ineligible for a long term/interim position

Salary Information/Rehired Annuitants

- Substitutes working on a day-to-day basis are paid at the rate of \$96.90 per day
- Certified Substitutes may be paid \$158.10 per day when assigned to a long term/interim assignment for a certified teacher on leave
- Substitutes are paid for half-day assignments at one half of the daily pay rate (\$48.45)

Substitutes are paid electronically by direct deposit.

Substitutes must complete the appropriate direct deposit form and present a voided check to secure direct deposit. Refer to the *Substitute Pay Calendar* provided via email following orientation for the pay schedule. Questions regarding your paycheck should be directed to the Financial Secretary at the school(s) or the Payroll Department (901.389.2497/Amy McDaniel/amy.mcdaniel@acsk-12.org)

Substitutes that are TCRS rehired annuitants, currently collecting TCRS retirement benefits, must annually file the TCRS Temporary Employment Report with Human Resources and monitor dates of employment not to exceed 120 days/900 hours during a 12 month period.

Expectations

Substitute teachers are employees of the school system and are expected to abide by the policies of the Arlington Community Schools Board of Education. A copy of the Arlington Community Schools Policy *Employee Responsibilities and Ethics* 5.600 is located in this manual and in the ACS Board Policies. The complete employee policy manual is available for review on the Arlington Community Schools website.

Professional Responsibilities

Substitute teachers are expected to carry out non-teaching duties assigned to the regular teacher such as PE, recess duty, before and after school duty, hall monitoring, bus/car-rider dismissal duty or any other duties assigned by the principal/designee. Please verify the expectations with an administrator upon arrival in the school. Refer to ACS Policy 5.701 *Substitute Teachers* for more information.

Work Hours

Promptness is expected. Substitutes are required to work the same schedule as the certificated staff of the school. Required arrival is a minimum of **15 minutes** ahead of the starting bell time, and departure a minimum of **15 minutes** after the dismissal bell. When an assignment is accepted, the **SmartFindExpress** system will indicate the expected reporting time of the site. Substitute teachers should check with the school administrator if there are any questions regarding the reporting times.

It may become necessary for the school administration to reassign substitutes after arrival or during designated planning periods, to serve the best interest of the students. The school administration reserves the right to make these decisions as needed. Substitutes should remain flexible and work with administration to meet their needs.

Substitutes are encouraged to accept assignments even if the system calls after the assignment has begun. In this case, the substitute should report to the school within thirty (30) minutes of accepting the job.

Reporting to the Office

Upon arrival to the school, report immediately to the main office and sign in. Your ACS identification badge will be required when you sign in. Wear the identification badge when you are on the school property.

Dress

Substitute teachers, like full-time teachers, are role models and should present a professional appearance at all times. Each school principal sets the tone for appropriate dress; however, the rule of thumb is business casual. Employees must also adhere to the same stipulations as outlined in ACS Policy *Dress Code* 6.310.

Confidentiality

Substitute teachers are expected to maintain a professional and confidential approach with knowledge gained from substitute work. Student grades and personal information are not to be discussed with anyone other than the school administration.

Unacceptable Practices

The classroom is for teaching and learning. Appropriate professional and ethical practices are expected at all times. Your undivided attention should be focused on the students at all times.

Examples of practices that will **NOT** be tolerated are listed below:

- Eating in the classroom while the students are present.
Water is permissible, but snacks and other drinks are not appropriate.
- Working on personal projects or hobbies, including email and personal computer use should not occur. The computers are not to be used by the substitute teacher for ANY personal reason.
- Reading personal books, magazines, newspapers etc. while supervising students.
- Use of a cell phone, IPOD, MP3 Players or access to social networking sites are strictly prohibited during the time that you are responsible for students and their learning.
- All substitute employee electronic communications are subject to the ACS Acceptable Use Policy while on school property. If you have an emergency and need to use the phone, you may call the office and ask for someone to monitor your class while you take care of the situation away from the classroom. This should only occur under exceptional circumstances. Calls for substitute positions via SmartFind Express are allowed.
- Leaving the classroom and/or students unattended should not occur.
- Always ask someone to monitor the students and never leave them unsupervised.

Student Attendance

Substitute teachers are required to keep an accurate record of student attendance. Attendance should be marked in the teacher's record book and on the student's attendance card (follow school procedure). All absences should be reported to the office each morning. Attendance should also be taken after class breaks, lunch and return from specialty classes. Any unauthorized absence(s) must be reported to the office immediately.

Collection of Monies

The school's procedure for handling any monies, such as collections for school pictures, etc., should be followed carefully. All money collected for any purpose should be taken to the office immediately. Any questions regarding the procedures of the school should be addressed to the administrative staff of the site.

Student Medication

All medication, prescription and non-prescription, must be taken to the main office where it will be stored and administered by trained personnel. No medication should be administered in the classroom. Students should be sent to the office at the appropriate time.

Grading

Work completed by the students in the teacher's absence should be collected and held until the teacher returns to the classroom. Substitutes should not grade papers unless specifically directed to do so by the principal. This should only be requested if the substitute is serving in a long term or interim position.

Instructions for the Substitute

The teacher may leave explicit instructions on **SmartFindExpress** for the substitute, or school personnel may communicate the instructions to the substitute at check-in. However, it will be invaluable to you and appreciated by the school administrative staff if you take the initiative to find out answers to the following:

- Where is the lesson plan?
Contact the principal immediately if no lesson plans are available.
- Where is the daily schedule? (Find out if there are extra duties for the day)
- Where is the seating chart?
- Where are the materials utilized in the lesson plan?
- Which teacher can serve as a resource or support person in an emergency?
- Where is a list of reliable students that will assist with procedures?
- What are the classroom policies and procedures for emergency situations?
- Are there any safety drills scheduled for the day?
- What is the procedure for going to the restroom?
- What is the procedure for going to lunch?
- What is the procedure for going to recess or break?
- What is the procedure for using idle time when classroom work is complete?
- What is the procedure for enforcing the classroom discipline plan?

Lesson Plans

The plans prepared by the teacher should be followed as closely as possible unless otherwise directed by the principal. If for any reason you are unable to follow the plans, a note of explanation should be left for the teacher. Provide a detailed report for the teacher regarding the activities of the day.

If you are fortunate enough to have a few minutes of quiet time, scan the lesson plan for the following information: materials needed for instruction; the content of the lesson or the skill to be taught; determine any prior instruction that leads into the lesson plan for the current day.

Getting Started

If possible, start with student involvement. If a reading assignment is appropriate, try to locate from the lesson plan, a purpose for reading and any difficult vocabulary or concepts. Introduce these ideas prior to making the assignment.

What the Students Should Accomplish

Determine what the students should learn from the lesson plan of the day and state this in the objectives of the assignment. It is recommended that the substitute write the learning objective and assignment on the board.

Homework

Day-to-day substitutes should only assign homework that is planned by the regular classroom teacher. If the substitute assignment is for a longer length of time, homework requiring a reasonable amount of time may be assigned. The assignment should be based on the subject matter being covered at the time.

Discipline

It is the responsibility of the substitute teacher to maintain appropriate control of the students at all times, in all areas of the building (i.e., classroom, halls and restrooms). The substitute teacher is responsible for the behavior of his/her students at all times unless the students are under the direct supervision of another teacher. A copy of the Arlington Community Schools *Discipline Policy* for students is found in the Appendix of this handbook and at www.acsk-12.org.

Remember that the best discipline is preventive discipline!

Accept, with good humor, the classic behavior toward a substitute teacher. This behavior may take the form of testing the limits of classroom discipline or even deliberately misleading the substitute teacher. Substitutes should establish themselves with students as classroom managers by reviewing classroom rules and stating expectations for behavior. Follow a structured lesson plan with a well-defined beginning, middle and end. Students will then know what to expect.

- **Do** involve the students in active participation
- **Do** keep the students busy with constructive work that is on their level. Even the best-behaved students will not sit quietly without anything to do
- **Do** refer all serious problems to the office
- **Do** refrain from any verbal abuse and negative comments

- **Do Not** administer any form of corporal punishment. "Corporal Punishment" is defined as physical contact. Corporal Punishment may only be administered by a Principal or Assistant Principal, in accordance with ACS *Discipline Policy* 6.313.
- **Do Not** tolerate any form of harassment. A copy of the Arlington Community Schools *Student Discrimination, Harassment, Intimidation, Bullying, and Cyberbullying* policy 6.304 can be found on the ACS website.
- **Do Not** require students to stand in the corner, sit or stand in the hall or any other area where they would not be under direct supervision.
- **Do Not** assign "writing off" of spelling words, arithmetic examples, sentences, etc.

Evaluation of Substitutes

Principals and Supervisors will report unsatisfactory performance by a substitute teacher to the Human Resources Department. Human Resources will address the deficiency with the substitute. The substitute may be restricted from accepting any assignments until the report investigation is complete. Upon completion of the investigation, the substitute will be notified of the decision that Human Resources has determined is in the best interest of all parties concerned. This could result in removal from the substitute list. Failure to respond to a conference request by Human Resources may result in the removal of your name from the substitute roster. A copy of the substitute performance report is provided in the Appendix.

Regarding Future Employment

Substitute work or acceptance of an interim assignment does not guarantee a full time position. The resignation of a teacher does not guarantee the assigned interim teacher that position. Qualifications of all teacher applicants are reviewed and considered when selecting teachers.

Policies of Arlington Community Schools Board of Education

Policies that are referenced in this handbook are listed on the district website. To review the complete policy manual for the Arlington Community Schools Board of Education, please visit our website at www.acsk-12.org.

STAFF ETHICS

Arlington Community Schools employees are bound by the Code of Ethics. An employee's conduct must be representative of an exemplary role model. The primary function of the school system is the education of children and youth. Each employee is expected to represent the school, school system, and the community in a positive manner. In the event employee conduct, whether on or off duty, negatively impacts the mission, reputation, or goodwill of Arlington Community Schools, appropriate steps shall be taken to protect the school system and its mission.

Every employee of Arlington Community Schools shall afford the system his or her professional loyalty and arrange outside obligations, financial interests, and activities so as not to conflict or interfere with this commitment. The system shall not unduly interfere with legitimate outside activities of individuals who fulfill their duties.

Concerns about conflict of interest occur when employees may have the opportunity to (a) use institutional privileges or student interactions for personal gain or (b) influence business decisions of the system in ways that could lead to personal gain or give improper advantage to the employee's family.

SmartFindExpress

As an approved substitute teacher, please follow these guidelines:

- **SmartFindExpress** will work effectively if you accept jobs when called
- Maintain your **SmartFindExpress** profile details, especially dates that you are unavailable to work; this may require daily updates
- Accept jobs yourself. Do **NOT** authorize others to accept jobs for you
- Cancel by 10:00 pm the night **BEFORE** the job
- Do **not** cancel one job to accept another job
- Notify the **SmartFindExpress** ACS district administrator if you are going to be temporarily (two weeks+) or permanently unavailable to work
- Notify the **SmartFindExpress** ACS district administrator of any changes in personal information (name, email address, phone number)
- Request that the teacher or administrator enter a job in **SmartFindExpress** that you accept verbally
- Check your current assignments to see if the job has been entered in **SmartFindExpress**
- Maintain records of all jobs that you accept
- Continual lack of response to job assignments from the **SmartFindExpress system may result in removal from the ACS sub list.**

The **SmartFindExpress** system will be closely monitored by the ACS district administrator and by local school administrators. Failure to follow these guidelines will be considered unsatisfactory performance and may result in removal of your name from the Substitute List for Arlington Community Schools.

REPORT OF UNSATISFACTORY PERFORMANCE ON A SUBSTITUTE TEACHER

Substitute Name: _____ Date of Occurrence: _____

School: _____ Grade/Subject: _____

Primary reason(s) for the submission of this report. Provide details below or in an email for each reason selected.

- Substitute accepted assignment but failed to report
- Substitute accepted assignment but appeared late or left early
- Substitute unable to maintain discipline/classroom management
- Substitute unable to maintain discipline but would probably be satisfactory at _____ grade level(s)
- Substitute failed to follow lesson plans and/or schedule left by classroom teacher/administrator
- Substitute used/made inappropriate language/comments with students and/or staff
- Substitute spent time on personal business rather than instruction/duties
- Substitute was dressed inappropriately
- Substitute did not conduct themselves in a professional manner (explanation required)
- Substitute violated board policy

Specific Details: _____

Recommended Action

- This report should serve only as a warning
- The substitute should be removed from this school's list
- The substitute should not be allowed to substitute for ACS

Signature: _____ Date: _____

Title: _____

Please email or fax this form to Human Resources within 24 hours of becoming aware of the incident(s). Email to jeremy.yow@acsk-12.org or fax to 389-2498. You may include a more detailed explanation of the incident with your submission.

For Office Use Only

- | | |
|---|--|
| <input type="checkbox"/> Warning Letter/Email | <input type="checkbox"/> Conference-Site Removed |
| <input type="checkbox"/> Restricted/Conference Required | <input type="checkbox"/> Conference-Removed from ACS Substitute pool |
| <input type="checkbox"/> Conference-Warning | <input type="checkbox"/> Other _____ |

Arlington Community Schools Board			
Monitoring: Review: Annually	Descriptor Term: Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Amended Date: 08/25/20
		Rescinds:	Last Issued: 06/23/20

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from discrimination/harassment.

Employee discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature that:

1. Unreasonably interferes with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
or
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to the ACS Federal Rights Coordinator (ACS Chief of Human Resources), 12060 Arlington Trail, Arlington, Tennessee 38002 - (901) 389-2497; E-mail: frce@acsk-12.org. Allegations of discrimination/ harassment shall be fully investigated.

Sexual Harassment Claims

Allegations of sexual harassment shall be forwarded to the ACS Federal Rights Coordinator to the Title IX Coordinator for investigation pursuant to ACS Policy 1.806.

Racial, Ethnic and Religious Claims

For allegations of racial, ethnic and religious discrimination/harassment, the ACS Federal Rights Coordinator (ACS Chief of Human Resources) and the school Principal shall meet with the complainant and advise the complainant of the findings, corrective measures taken and whether disciplinary action was taken. The investigative meeting with the complainant shall occur within twenty (20) business days of when the complaint was made, unless the ACS Federal Rights Coordinator (ACS Chief of Human Resources) can provide a written explanation for needing additional time to respond. All complaints of sexual, racial, ethnic and religious discrimination/harassment should include the following information:

- Identify of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;

Identify of witnesses; and
Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. Any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will result in disciplinary action.

Legal References

29 C.F.R. § 1604.11
20 U.S.C. § 1681
Civil Rights Act of 1964, as Amended

Arlington Community Schools Board			
Monitoring: Review: Annually	Descriptor Term: Teacher Code of Ethics and ACS Employee Responsibilities and Ethics	Descriptor Code: 5.600	Amended Date: 06/23/20
		Rescinds:	Last Issued: 06/26/18

A. TEACHER CODE OF ETHICS

(1) Educator's Obligations to the Students

- (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 formation of worthy goals.
- (b) In fulfillment of this obligation to the student, an educator shall:
 - 1) Abide by all applicable federal and state laws;
 - 2) Not unreasonably restrain the student from independent action in the pursuit of learning;
 - 3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
 - 4) Respect the constitutional rights of the student;
 - 5) Not unreasonably deny the student access to varying points of view;
 - 6) Not deliberately suppress or distort subject matter relevant to the students' progress;
 - 7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
 - 8) Make reasonable effort to protect the emotional well-being of the student;
 - 9) Not intentionally expose the student to embarrassment or disparagement;

- 10) Not on the basis of race, color, creed, disability, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a) Exclude the student from participation in any program;
 - b) Deny benefits to the student; or
 - c) Grant any advantage to the student;
- 11) Not use the educator's professional relationship with the student for private advantage;
- 12) Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
- 13) Not knowingly make false or malicious statements about students or colleagues;
- 14) Ensure interactions with the student take place in transparent and appropriate settings;
- 15) Not engage in any sexually related behavior with the student, whether verbal, written, physical or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks, engaging in sexual kidding, sexual teasing or sexual innuendo, pressuring the student for dates or sexual favors, engaging in inappropriate physical touching, groping or grabbing, kissing, rape, threatening physical harm and committing sexual assault;
- 16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- 17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
- 18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
- 19) Maintain a professional approach with the student at all times.

(2) **Educator's Obligations to the Education Profession**

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.

(a) 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;
- (2) Misrepresent the educator's professional qualifications;
- (3) Assist entry into the teaching 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.
- (9) Use illegal or unauthorized drugs.

(b) In fulfillment of this obligation to the profession, educators shall:

- (1) Administer state-mandated assessments fairly and ethically;
and
- (2) Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

(3) Breaching the Teacher Code of Ethics

- (a) An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in T.C.A. §§ 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, Superintendent, or local board of education within thirty (30) days of discovering the breach.
- (b) Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

The ACS Chief of Accountability shall ensure that an annual professional development training is conducted concerning the teacher code of ethics and its requirements. The professional development training shall address what constitutes unethical conduct.

B. ACS EMPLOYEE ETHICS

All ACS employees serve as representatives of the ACS Board. The ACS Board is judged by its employees. All employees should strive to maintain standards of ethical behavior which will not detract from the educational process. ACS's standards of ethical behavior include but are not limited to the following:

1. The maintenance of just and courteous professional relationships with students, parents, staff members and others;
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work;
3. The transaction of all official business with the properly designated authorities of the school system;
4. The establishment of friendly and intelligent cooperation between the community and the school system;
5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized;
6. The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical.
7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;

8. The responsibility to make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent of Schools, if necessary; and
9. The proper use and protection of all school properties, equipment and materials.

C. EMPLOYEE STAFF-STUDENT RELATIONS

All ACS employees shall avoid excessive informal and social involvement with students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students are strictly prohibited. Employees engaging in sexual relationships with students shall be terminated.

D. DISCIPLINARY ACTION

Failure to abide by this Policy will result in disciplinary action up to and including termination.

Legal References

T.C.A. § 49-5-501
T.C.A. § 49-5-1003
T.C.A. § 49-5-1004

Arlington Community Schools Board			
Monitoring: Review: Annually	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Amended Date: 06/26/18
		Rescinds:	Last Issued: 01/24/17

Substitute teachers are those used to replace teachers on leave or to fill temporary vacancies. Substitute teachers may be employed and paid directly by the Arlington Community Schools Board or by a third party public or private employer.

APPLICATION/QUALIFICATIONS

All substitute teachers shall submit a fingerprint sample and pass a criminal history background check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to performing any work or service on behalf of ACS and every five (5) years thereafter.

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.

Qualifications for substitute teachers shall be determined by the Superintendent in compliance with state laws and regulations.

CERTIFICATION

After the regular teacher has been absent for twenty (20) consecutive days of approved leave, the person serving as the substitute must be licensed and hold the appropriate endorsement for the assignment or must be a retired teacher and have held the appropriate endorsement. After the regular teacher's accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate endorsement for the assignment or be a retired teacher and have held the appropriate endorsement and must be paid based on the replacement teacher's training and experience record in accordance with the state and local salary schedules.

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits, and may substitute for additional ninety (90) days if the Superintendent certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.

EMERGENCY NEEDS

All teacher aides, secretaries and clerks are approved to work as substitute teachers in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

TRAINING AND ORIENTATION

The Superintendent shall be responsible for ensuring that substitute teachers have received appropriate training prior to serving as a substitute teacher.

RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

COMPENSATION

If employed directly by the Arlington Community Schools Board, the compensation of substitute teachers shall be determined annually by the Arlington Community Schools Board when adopting its budget.

Legal References

State Board of Education Rule 0520-1-2-.04
T.C.A. § 8-36-805
T.C.A. § 49-2-203
T.C.A. § 49-3-312
T.C.A. § 49-5-413
T.C.A. § 49-5-709

Arlington Community Schools Board			
Monitoring: Review: Annually	Descriptor Term: Dress Code	Descriptor Code: 6.310	Amended Date: 06/25/19
		Rescinds:	Last Issued: 11/15/16

Grades K-5

In an effort to foster the most productive learning environment for students, the following are dress code standards for students in Grades K-5:

- Head apparel, such as hoods, hats, etc., except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for physical activity.
- Shorts, skirts and dresses must extend below the fingertip.
- Shirts, blouses and dresses must completely cover the abdomen, back and shoulders with no midriff visible.
- Clothing items bearing writings or images of: (1) substances such as drugs, alcohol, tobacco, etc.; (2) offensive, vulgar, lewd, or indecent speech; (3) gang-related indicia; or (4) racially or ethnically divisive symbols or messages, shall not be worn.

School officials may also prohibit the wearing of clothing bearing any image which would substantially or materially interfere with school activities, the learning environment or school activities.

The Principal may allow exceptions for school-wide programs or special classroom activities.

School administrators will administer appropriate consequences for policy violations.

Grades 6-8

In an effort to foster the most productive learning environment for students, the following are dress code standards for students in Grades 6-8:

- Pants must be worn at the waist and at a safe length.
- Shirts or tops must completely cover the abdomen, back and shoulders, with no midriff visible. Low-cut blouses, shirts or tops are prohibited.

- Head coverings, such as caps, scarves, hoods, hats, etc., except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for physical activity.
- Clothing items bearing writings or images of: (1) substances such as drugs, alcohol, tobacco, etc.; (2) offensive, vulgar, lewd, or indecent speech; (3) gang-related indicia; or (4) racially or ethnically divisive symbols or messages, shall not be worn.
- Skirts, dresses and shorts must extend below the fingertip.
- Sleepwear, pajamas and/or blankets cannot be worn in school.
- Clothing with tears or holes allowing skin to be shown cannot be worn at school.
- Sunglasses shall not be worn indoors at school except for health purposes
- Facial jewelry including tongue piercings or nose rings shall not be worn at school

School officials may also prohibit the wearing of clothing bearing any image which would substantially or materially interfere with school activities, the learning environment or school activities.

The Principal may allow exceptions for school-wide programs or special classroom activities.

School administrators will administer appropriate consequences for policy violations.

Grades 9-12

In an effort to foster the most productive learning environment for students, the following are dress code standards for students in Grades 9-12:

- Pants must be worn at the waist-and at a safe length.
- Shirts or tops must completely cover the abdomen, back and shoulders, with no midriff visible. Low-cut blouses, shirts or tops are prohibited.
- Head coverings, such as caps, scarves, hoods, hats, etc., except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for physical activity.
- Clothing items bearing writings or images of: (1) substances such as drugs, alcohol, tobacco, etc.; (2) offensive, vulgar, lewd, or indecent speech; (3) gang-related indicia; or (4) racially or ethnically divisive symbols or messages, shall not be worn.

- Skirts, dresses and shorts must extend below the fingertip.
- Sleepwear, pajamas and/or blankets cannot be worn in school.
- Clothing with tears or holes allowing skin to be shown cannot be worn at school.
- Sunglasses shall not be worn indoors at school except for health purposes.
- No facial jewelry including tongue piercings or nose rings shall be worn at school.

School officials may also prohibit the wearing of clothing bearing any image which would substantially or materially interfere with school activities, the learning environment or school activities.

The Principal may allow exceptions for school-wide programs or special classroom activities.

School administrators will administer appropriate consequences for policy violations.

Legal References

T.C.A. § 49-6-4215
T.C.A. § 49-1-302

Arlington Community Schools Board			
Monitoring: Review: Annually	Descriptor Term: Discipline Policy	Descriptor Code: 6.313	Amended Date: 09/22/20
		Rescinds:	Last Issued: 08/25/20

DISCIPLINE POLICY

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. This Policy applies to behavior violations that take place on school grounds; at bus stops; en route to and from school, but not limited to, school buses; off grounds at school-sponsored activities; or off school grounds if the behavior is disruptive to the learning environment or constitutes a threat to the safety, health or welfare of a student or students and/or school personnel. Alternative disciplinary practices such as parent/student conferences, consultation with a counselor, social and transition specialist, or school psychologist, referral to outside agencies when necessary, behavioral accommodations, behavioral contracts or plans, and participation in schoolwide or individual incentive plans, shall be used when disciplining kindergarten and pre-kindergarten students.

For behavior violations not listed below, the Principal has the authority to determine consequences in accordance with the level that is comparable to the violations listed in the category.

The following list is not intended to be all-inclusive. Its purpose is to maintain a safe learning environment. Disciplinary measures shall be implemented in a way that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: behavior intervention plans, counseling and/or social and transition specialist or school psychologist services, referral to outside agencies, multi-tiered system of supports, incentives, and restorative practices.

Level 1

- Intentional disruption of the classroom, cafeteria or school-related activities

- Excessive tardiness
- Failure to do assignments or carry out directions
- Cutting class
- Possession of lighters and matches
- Being in an unauthorized area without permission
- Unauthorized possession of a personal communication device
- Cheating and lying, including tampering with grades or report cards
- Wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Urging others to engage in Level 2 behavior violations
- Violating the ACS Internet Use Policy, 1:1 Teaching and Learning Procedures for Grades 5-12 and/or ACS – K-4 Student Internet Procedures (depending on severity)
- Failure or refusal to wear a protective face mask pursuant to the Student Communicable Diseases Policy

Consequences for Level 1 Violations:

- Verbal Reprimand
- Parent-Principal conference/Restorative conferencing
- Referral to counselor counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Detention
- In-school suspension

Level 2

- Continuation of unmodified Level 1 behaviors
- Vulgar, profane or rude remarks or non-verbal gestures to staff members or students
- Fighting
- Open or defiant attitude toward a staff member
- Leaving school grounds without permission
- Threatening bodily harm to another student
- Inappropriate use of personal communication device
- Advising or counseling others to engage in Level 3,4 or 5 behaviors
- Violating the ACS Internet Use Policy, 1:1 Teaching and Learning Procedures for Grades 5-12 and/or ACS – K-4 Student Internet Procedures (depending on severity)

Consequences for Level 2 Violations:

- Parent-Principal conference/Restorative conferencing
- Referral to outside agency/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- In-school suspension
- Detention

- Out-of-school suspension

Level 3

- Continuation of unmodified Level 2 behaviors
- Threatening bodily harm to school personnel
- Theft, possession or sale of stolen property
- Vandalism
- Gambling
- Possession, use or distribution of tobacco, tobacco products, smoking hemp, smokeless tobacco and vapor products, including electronic cigarettes and associated paraphernalia
- Gang-related activity not specified in Level 4
- Assault of a student; one (1) or more students initiating a physical attack on an individual student
- Destruction of or damage to school property
- Immoral or disreputable conduct
- Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability
- Harassment, intimidation, bullying, cyberbullying, hazing
- Failing to follow ACS Policy regarding non-prescription medicines at school and/or sharing non-prescription medicines with one's fellow students
- Violating the ACS Internet Use Policy, 1:1 Teaching and Learning Procedures for Grades 5-12 and/or ACS – K-4 Student Internet Procedures (depending on severity)
- Possession, use, or distribution of any product that is marketed or intended for use as a weapon and/or personal protection device, including, but not limited to, mace, disabling sprays, batons and keychain devices.

Consequences for Level 3 Violations:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency
- In-school suspension
- Out-of-school suspension
- Expulsion

When necessary, law enforcement authorities will be notified.

Level 4

- Continuation of unmodified Level 3 behaviors
- Threat, including a false report, to use a bomb, dynamite, or any other destructive weapon
- Assault of any school employee
- Extortion
- Evidence of use or possession of drug paraphernalia, substances for huffing, any substance presented under the guise of it being a controlled substance or prescription drug, and/or

medical prescriptions without proper medical authorization and without following ACS Policy regarding taking medicine at school or sharing medical prescriptions with one's fellow students

- Gang activities, including behavior that is threatening, intimidating and/or harassing in nature; recruiting, gang-related fights, gang notebooks with pledges, codes and symbols that are used to communicate threats, warnings and recruiting; gang graffiti, especially drawn on school property; electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language
- Possession of a knife or any potentially lethal weapon, Taser or explosive
- Evidence of drinking or possession of alcoholic beverages
- Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or disrupts the educational process
- Arson
- Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability
- Harassment, intimidation, bullying, cyberbullying, hazing
- Transmission by an electronic device of any communication containing a credible threat to cause bodily injury or death to another student or school employee, which creates disruptive activities at the school that requires administrative intervention
- Violating the ACS Internet Use Policy, 1:1 Teaching and Learning Procedures for Grades 5-12 and/or ACS – K-4 Student Internet Procedures (depending on severity)
- Making a false report of harassment, intimidation, bullying, cyberbullying or hazing
- Providing false evidence in a harassment, intimidation, bullying, cyberbullying or hazing investigation

Consequences for Level 4 Violations:

- Expulsion (11 days – 1 school year) - remand to Alternative Education Program
- Out-of-school suspension

In addition to the consequences listed above, the following may be necessary:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency

When necessary, law enforcement officials will be notified.

Modification of the consequence for Level 4 violations can be made by the Superintendent or the Disciplinary Hearing Authority.

Level 5

- Possession or sale of drugs or evidence of the use of drugs, not included in T.C.A. § 39-17-403 - § 39-17-415, § 39-17-454 and § 53-10-101
- Battery upon any school employee
- Violating the ACS Internet Use Policy, 1:1 Teaching and Learning Procedures for Grades 5-12 and/or ACS – K-4 Student Internet Procedures (depending on severity)

Consequence for Level 5 Violations:

- Expulsion (11 days –1 school year) - remand to Alternative Education Program

In addition to the consequences listed above, the following may be necessary:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency

When necessary, law enforcement officials will be notified.

Modification of the consequence for Level 5 violations can be made by the Superintendent or the Disciplinary Hearing Authority.

ZERO TOLERANCE OFFENSES

- Unauthorized possession of a firearm on school property or while attending a school sponsored activity.
- Committing aggravated assault or assault resulting in bodily injury upon a teacher, Principal, administrator or any other employee of the school district, or any school resource officer.
- Unlawfully possessing any drug, including controlled substances, as defined in T.C.A. § 39-17-402 - § 39-17-415, controlled substance analogues, as defined by T.C.A. § 39-17-454, or legend drugs, as defined by T.C.A. § 53-10-101, on school grounds or at a school sponsored event.

Consequences for Zero Tolerance Offenses:

- Mandatory one (1) calendar year expulsion except that the Superintendent may modify such expulsion on a case-by-case basis.

NOTICE

This Policy shall be posted at each school. School counselors shall be supplied a copy of this Policy to discuss with students. This Policy shall be referenced in all School Handbooks. All teachers, administrative staff and parents shall be provided a copy of this Policy.

The Principals of each school shall apply this policy uniformly and fairly to each student without particularity or discrimination.

Legal References

- T.C.A. § 49-6-3401
- T.C.A. § 49-6-4004
- T.C.A. § 49-6-4007
- T.C.A. § 49-6-4009

T.C.A. § 49-6-4014
T.C.A. § 49-6-4103
T.C.A. § 49-6-4109
T.C.A. § 49-6-4215