In order to decrease the amount of time principals spend on non-instructional tasks, the Department of Academic Operations and School Support (AOSS) has established this guide for protocols and safety procedures. While it is understood that incidents occur in schools, it is our desire to provide quick and responsive support to school administrators. This document offers guidance to the school administrators in dealing with academic operations related issues. Our strategies include streamlining operational procedures with administrators, delivering prompt crisis response, and ensuring quality customer service.

The AOSS team has worked diligently to create a transparent process for requesting travel or field trips, approving donations, and handling stakeholder concerns. This guide also offers clear steps to handling and reporting incidents in schools. It is understood that new operational concerns may arise; the AOSS team will ensure the ongoing development of new practices or the revision of existing ones to establish consistent practices in all Shelby County Schools.
The intent of this manual is to provide all Shelby County Schools leaders and their staff easy access to the information that is essential for the successful operation of their school. We have attempted to capture each department procedures and protocols that highlights operational best practices in our district. The information contained in this manual has been composed from various sources, and the content will be constantly reviewed and revised in order to provide the most up-to-date information available. While we have aimed to make this a complete reference guide, you should always call any Shelby County Schools Department listed in this manual if you are in doubt of a specific requirement or mandate to make sure you are acting on the most current information. Please remember this document is not meant to serve as a substitute for seeking legal, accounting, or other professional advice.
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**Section 5: Addendum and Appendix (Policy References)**
Section 1:
Academic Operations and School Support
Parent Welcome Center

Parental and School Support

Our vision is to provide a seamless, consistent, and responsive process for all constituents of Shelby County Schools. To support this vision, Academic Operations and School Support established the Parent Welcome Center, located at 2687 Avery Avenue, Memphis, TN, 38112.

The Parent Welcome Center establishes a clear communication channel for resolving concerns, and our services impact a wide variety of constituents. Parents, family members, school personnel, central office personnel and the general public will contact the Parent Welcome Center at (416-5300) for resolution of issues or answers to questions. Walk-Ins are welcome and will be supported following the same process as call-in inquiries.

School administrators should call Academic Operations and School Support (416-1632 or 416-1750) and be routed directly to the appropriate Academic Operations and School Support staff member.

WHOM TO CALL?

(See School list in the Appendix section)

Barbara Beloch- 416-7386
Jeremy McKinnie- 416-0669
Nancy Roll- 416-8928
Alex Ortiz- Calix-416-6705
Tracey Routen- 416-1754
Customer Service/Issue Resolution Process
## Process for Handling Customer Service Issues

<table>
<thead>
<tr>
<th>Parents</th>
<th>Stage 1 – Contact the Parent Welcome Center (416-5300 or 416-1750)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family members</td>
<td>Parents</td>
</tr>
<tr>
<td>School personnel</td>
<td>Family members</td>
</tr>
<tr>
<td>Central office personnel</td>
<td>School personnel</td>
</tr>
<tr>
<td>The general public</td>
<td>Central office personnel</td>
</tr>
<tr>
<td></td>
<td>The general public</td>
</tr>
</tbody>
</table>

**NOTE:**
Principals and Central Office Management will call 416-1632 (Academic Operations and School Support) or 416-1750 (Parent Welcome Center) and we will route your call according to the circumstances.

| Stage 2 - If there is not a satisfactory resolution, the Customer Service representative will refer constituent to the appropriate Central Office Department or Parent Liaison. |
| Parent Liaisons:                           |
| Barbara Beloch (416-7386)                  |
| Tracey Routen (416-1754)                   |
| Jeremy McKinnie (416-0669)                 |
| Nancy Roll (416-8928)                      |
| Alex Ortiz- Calix (416-6705)               |

| Stage 3 - If there is not a satisfactory resolution, the constituent will be referred to one of the School Operations Managers, Dr. Willie Williams, or Call Center Manager, Dr. Annie Conway |

| Stage 4 - If there is still not a satisfactory resolution, the constituent will be referred to the Director of School Operations, Kevin Malone (416-1750) |

| Stage 5 - If there is not a satisfactory resolution, the constituent will be referred to the Assistant Superintendent of Academic Operations and School Support, Reggie Jackson. |
Customer Service WORKS
Core Values and Guidelines

Shelby County Schools wants all customers, including employees, students, parents and partners, to have confidence in us as a service provider. In support of Policy 0025 on Constituent Services and Destination 2025, guidance and professional development will be provided to support the implementation of consistent practices in all SCS schools and offices. All employees should adhere to the following core values and guidelines:

Welcoming Environment
- Employees demonstrate evidence of creating an inviting and family-friendly environment.
- Employees wear identification badges at all times.
- All facilities are easy to navigate with visible signage that's easy to understand.
- All facilities have school or office hours posted.
- All signage is written in a positive manner or tone, directing visitors to the main office.
- Employees will acknowledge and greet each customer with a smile and friendly tone.
- If serving another customer at the time, politely ask if they would mind signing in and waiting until you have finished assisting the customer with whom you are currently working.
- An area for visitors to sign-in is clearly labeled.
- Seating is available for those who must wait to be served.
- Customer comment box is visibly displayed or information is posted for customers to provide feedback about the visit.
- Thank parents, visitors and community partners when they sign out.

Orderly Environment
- Main office areas are orderly and neat in appearance.
- The office is restricted to employees who work in the area or customers who need assistance.
- Pleasant attitudes and eagerness to provide assistance are evident.
- Procedures are in place to report or escalate concerns for follow-up.

Respectful and Responsive Communication
- Employees communicate in a way that is courteous, respectful, and provide customers with a personalized experience.
- Employees will answer the telephone within three rings, and in a friendly manner, using the name of the facility and the staff member's name. For example, “Good morning or Good afternoon. Thank you for calling Lamar Middle School. This is John Smith. May I have your name?”
- Students who assist in the office will identify themselves by indicating, “student speaking…how may I assist you?”
- Employees utilize active listening techniques in all customer interactions and communicate understanding for their concern.
- When a staff member is out of the office for more than one business day, voicemail and email features are activated to provide options for immediate assistance and information regarding the employee's return.
- Responses will be timely. Each staff member will return phone calls and emails within two business days. If a response cannot be provided in the allotted time, the customer will be notified and given an estimated time of response.
- If the customer speaks a language other than English, a bilingual staff member will be located and asked to assist.

Knowledgeable Staff
- Employees are informed that SCS serves internal and external customers (employees, students, parents, community partners).
- School and Central Office Leaders clearly articulate expectations regarding high quality customer service.
- Information provided to customers is accurate and consistent.
- Employees personally assume responsibility of assisting or directing customers to the appropriate person or department.
- Employees provide appropriate explanation or reference to policy for decisions made to address customer concerns.

Sensitive and Sincere Interaction
- Employees maintain the confidentiality and privacy of students and their families.
- Employees treat all customers and concerns as delicate matters, showing respect, regardless of cultural or ethnic identity.
- Employees treat all customers (internal and external) as a valuable part of the SCS community.
- Employees remain calm and listen carefully to understand the specific concern, regardless of the customers’ temperament.

Purpose: SCS constituents will experience a welcoming environment and high quality service when interacting with Central Office and school-based staff.
Our goal is to provide quick and responsive support to schools; there are specific steps to follow when responding to school incidents. If an incident occurs, please determine where it falls on the list and respond according to the appropriate Safety/Crisis Response Process. While this list is as complete as possible, there are incidents that could happen that do not fit directly into the list provided. If you have questions about how to categorize or respond to a particular incident, call the main office of Academic Operations and School Support (416-1750). In case of an emergency during non-school hours, please contact Kevin Malone (219-2925) or Reggie Jackson (606-2738) for assistance.
Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse

**Who Must Report?**
Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: 1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or 2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect.

Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse. The Tennessee mandatory reporting laws define a child as a person under 18 years of age.

**Note:** It is vital that school administrators fulfill their reporting responsibilities and do not interfere with any investigation. Even if you feel a student or staff member has been unfairly accused of something, it is your legal responsibility to report any accusations. Report the allegation and follow the instructions of the investigators. If the allegation is unfounded, it will be determined through the investigation. Please note that reporting to a supervisor, or any other SCS official or employee does not satisfy an individual's duty to report child abuse or child sexual abuse.

**Public Chapter 802** requires every school to post the toll-free telephone number operated by the Department of Children's Services in a clearly visible location in a public area that is readily accessible to students. This number is used to receive reports of child abuse or neglect.

The number to call to make a report is: **855-209-4226** and to track a report that has been filed the website address is: https://app/tracking/result/case number

If the case involves an employee of the district, **Labor Relations must** be contacted. Their number is 901-416-5323.
<table>
<thead>
<tr>
<th>Incident</th>
<th>Response Protocol for Principals</th>
</tr>
</thead>
</table>
| Knowledge of or reasonable suspicion of:  
  - Child Abuse  
  - Neglect  
  - Sexual Abuse | 1. Preserve scene/evidence if incident occurred at school  
2. Contact DCS  
  - (877-542-2873) or (877-237-0004)  
3. Report to security  
  - Report to your onsite School Resource Officer (if available), if not contact one of the following.  
  * Main Office (416-5773)  
  * Carolyn Jackson (553-8559)  
  * Steve Cole (239-7090)  
  * Gerald Stubbs (416-0368)  
  * Terrance Riley (268-3370)  
  * Maurice Savage (after hours) (497-8807)  
4. Contact Academic Operations and School Support at one of the following numbers.  
  - Main Office (416-1632) or (416-1750)  
  - Kevin Malone (219-2925)  
  - Reggie Jackson (606-2738)  
  - Shawn Page (299-1951)  
5. Contact Communications, call Communications Main Line @ (416-5628) or Shawn Pachucki at 901-351-5560 or the new media/crisis “hotline” -- 901-690-5742  
6. Contact Labor Relations (416-5323)  
  Chantay Branch or Michael Woods for employees  
7. Contact the Office of Student Equity, Enrollment, and Discipline to determine appropriate disciplinary measures if a student is the accused perpetrator  
  - Main Office (416-6007 or 416-6075)  
  - Dr. Angela Hargrave (483-0065)  
8. Contact Risk Management: (if the incident occurred at school)  
  - Risk Management Main Office (416-1997)  
  - Anthony Krone (493-2010) |
| If a DCS caseworker visits the school on official business: | 1. Follow your school’s normal visitor sign in process  
2. Have a file in the main office to document all DCS visits. Copy the caseworker’s DCS I.D. and keep in the file (do not keep in the student’s cumulative record)  
   - Provide information and access as requested by the caseworker is from a company contracted by SCS and/or if you are unable to verify the caseworker’s I.D., contact: Celia Moore (416-5600 or 416-5826)  
   - Dr. Angela Hargrave (416-6007 or 416-7392) for verification |
Mandatory Reporting Procedures for Criminal Offenses

Note: Multiple contact numbers are provided for efficiency. Principals are NOT required to call every number under each department.

<table>
<thead>
<tr>
<th>Incident</th>
<th>Response Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of or reasonable suspicion of a crime including but not limited to:</td>
<td>1. Preserve scene/evidence</td>
</tr>
<tr>
<td>• Weapons</td>
<td>2. Report to security</td>
</tr>
<tr>
<td>• Drugs/paraphernalia</td>
<td>• Report to your onsite School Resource Officer (if available), if not call one of the following:</td>
</tr>
<tr>
<td>• Theft</td>
<td>• Security Main Office (416-5773)</td>
</tr>
<tr>
<td>• Gang fights</td>
<td>• Carolyn Jackson (553-8559)</td>
</tr>
<tr>
<td>• Fights with injury</td>
<td>• Steve Cole (239-7090)</td>
</tr>
<tr>
<td>• Viable Threats (i.e. threat to kill, threat of bodily harm, &amp; etc., and including School Threats via Social Media and Other Electronic Mean-page 139)</td>
<td>• Gerald Stubbs (487-2838)</td>
</tr>
<tr>
<td>Assault to staff</td>
<td>• Terrance Riley (268-3370)</td>
</tr>
<tr>
<td></td>
<td>• Maurice Savage (after hours) (497-8807)</td>
</tr>
</tbody>
</table>

3. Contact Academic Operations and School Support (contact one of the following)
   • Academic Operations Main Office (416-1632) or (416-1750) PWC
   • Kevin Malone (219-2925)
   • Reggie Jackson (606-2738)
   • Shawn Page (299-1951)
4. Contact Communications, call or text Shawn Pachucki at 351-5560 or 416-3465- Communications’ Main Line @ 416-5628 or the new media/crisis “hotline” -- 901-690-5742
5. Contact the Student Equity, Enrollment, and Discipline to determine appropriate disciplinary measures
   - Main Office (416-6007 or 416-6075)
   - Dr. Angela Hargrave (483-0065)
6. Contact Risk Management: (if there were injuries or property damage)
   - Risk Management Main Office (416-1997)
   - Anthony Krone (493-2010)

7. Contact Safety/Threat Assessment Team: (in case of weapons or a viable threat)
   - Referral Line- (901) (416-8168)
   - Dr. Jennifer Geter, Supervisor (416-7113 or 308-8162)
Protocol for Staff Arrested at School

1. Principals should notify Safety and Security Supervisor of this information immediately with as much information and contact numbers for Law Enforcement.

Main Office (416-5773)

- Carolyn Jackson (553-8559)
- Steve Cole (239-7090)
- Gerald Stubbs (487-2838)
- Terrance Riley (268-3370)
- Maurice Savage (after hours) (497-8807)

2. Safety and Security will reach out to Law Enforcement. (Try to have the pick up at BOE.)


4. School Operations will notify Communication for script to send out.

5. Labor Relations will instruct the employee to report to their office immediately.

6. Labor Relations will notify Safety and Security when the employee has been suspended, etc.

7. Safety and Security will escort the employee to their office.

8. Law Enforcement will serve the employee with the warrant and place them under arrest.
Protocol for Responding to Bomb Threats

In the event school personnel receive information indicating there is a bomb in the school (via telephone call, electronic message, written message or in person, social media/other electronic means), the following general procedures should be followed:

<table>
<thead>
<tr>
<th>Staff Actions</th>
<th>Principal Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The person receiving the information should make every attempt to:</td>
<td>Principal Alerts Incident Command System (ICS Team)</td>
</tr>
<tr>
<td>• Prolong the conversation as long as possible</td>
<td>• Use standard procedures to Shelter in Place if it is determined to be safer inside the building.</td>
</tr>
<tr>
<td>• Identify background noises and voice characteristics</td>
<td>• The Principal/Designee should make the decision to evacuate students and staff Only if it is determined to be safer outside than inside.</td>
</tr>
<tr>
<td>• Engage the caller to give a description of the bomb, where it is, and when it is due to explode</td>
<td>• Evacuate according to the school’s Emergency Management Plan.</td>
</tr>
<tr>
<td>• Determine the caller’s knowledge of the facility</td>
<td>• Call SCS School Security (901-416-5773).</td>
</tr>
<tr>
<td>• Avoid hanging up the phone</td>
<td>• Use standard procedures to Shelter in Place if it is determined to be safer inside the building.</td>
</tr>
<tr>
<td>• Complete the Bomb Threat—School Report</td>
<td>• Evacuate according to the school’s Emergency Management Plan.</td>
</tr>
</tbody>
</table>

The person receiving the information will immediately alert the principal or person in charge without hanging up (use another phone)

Principal Alerts Incident Command System (ICS Team)

|   • Use standard procedures to Shelter in Place if it is determined to be safer inside the building. |
|   • The Principal/Designee should make the decision to evacuate students and staff Only if it is determined to be safer outside than inside. |
|   • Evacuate according to the school’s Emergency Management Plan. |
|   • Call SCS School Security (901-416-5773). |
|   • Use standard procedures to Shelter in Place if it is determined to be safer inside the building. |
|   • Evacuate according to the school’s Emergency Management Plan. |
|   • Call SCS School Security (901-416-5773). |
|   • Use standard procedures to Shelter in Place if it is determined to be safer inside the building. |
|   • Have school personnel search the area under their control; have administration and custodial staff search common areas. |
|   • If anything suspicious is found, do not touch it. The Principal/Designee will order an evacuation of students and staff, then notify the Police/Sheriff’s Department. |
|   • Turn off radios and do not transmit with radios. |
|   • Leave the immediate environment as it is. |
|   • Avoid altering any electrical items or systems. (Do not turn lights on or off; do not change thermostat, etc.). |
|   • Check absentee list for possible clues to who the caller may have been. |
- Follow standard Student Accounting and Reporting procedures.
- After Principal receives an “all clear” by emergency personnel, return to class or regular schedule.
BOMB THREAT-SCHOOL REPORT

Date ______________________________  Time ______________________________

How was the threat received? Call ____  Electronic ____  Written ____  In-person ____  Other _________________

Bomb threat was received on Telephone Number ______________________________

Exact language/wording used
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________________

Record the following information as provided:

What time is it set for? __________________________  Where is it? ______________________________

What does it look like? ______________________________________________________________

Why are you doing this? __________________________________________________________________

What is your name? ____________________________________________________________________

Additional Information (check/fill in)

Gender:  Male ____  Female ____
Describe ________________________________

Age: _____  Adult ____  Child ____  Describe/estimate _________________________________

Speech: Normal ____  Excited ____  Slow ____  Fast ____  Describe ________________________________

Did the caller have an accent? Describe __________________________________________________

Did you recognize the caller’s voice? ____  Describe _______________________________________

Background noises:  music ____  traffic ____  machines ____  voices/talking ____
airplanes ____  typing ____  children ____  TV/radio ____  other ________________________________

Other
Notes __________________________________________________________________________________

Person receiving threat:

Name __________________________________________  Telephone # ______________________________

Address ________________________________________________

Notification:

School Principal ______________________________  Time ______________________________

Security ____________________________________________  Time ______________________________

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BOMB THREAT FLOW CHART

Warning Message Received
- Alert Principal/Designee
- Alert Incident Command System (ICS) Team*

ICS Team Meet to Evaluate Information

Does Evaluation suggest that there is a real threat?

NO

Principal/Designee Call SCS Security 416-5773

YES

ICS Team Search Building

Result of Search

Nothing Found

Principal/Designee
Suspicious Item Call SCS Security

Principal/Designee Evacuate with care

ALL CLEAR

*ICS Team: Principal/Designee, Plant Manager, SRU, Teacher(s), etc.
### Intruders (Lockdowns) (NEW)
(including School Threats via Social Media and Other Electronic Mean-
page 139)

<table>
<thead>
<tr>
<th>Incident</th>
<th>Response Protocol</th>
</tr>
</thead>
</table>
| Civil rights violation: Discrimination based on race, color, religion, sex, creed, age, disability, national origin, or genetic information | 1. Report to security  
2. Report to your onsite School Resource Officer (if available), if not contact one of the following.  
3. Main Office (416-5773)  
   • Carolyn Jackson (553-8559)  
   • Maurice Savage  
   • Steve Cole (239-7090)  
   • Gerald Stubbs (487-2838)  
4. Contact Academic Operations and School Support Main Office (416-1632) or (416-1750)  
   • Kevin Malone (219-2925)  
   • Reggie Jackson (606-2738)  
   • Shawn Page (299-1951)  
5. Contact Labor Relations if an employee is involved, Chantay Branch (416-5323)  
6. Contact Communications, Main Line @ 416-5628 or Shawn Pachucki at 351-5560 or the new media/crisis “hotline” — 901-690-5742  
7. Contact the Student Equity, Enrollment, and Discipline  
   • Main Office (416-6007 or 416-6075)  
   • Dr. Angela Hargrave (483-0065)  

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, faculty and staff from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

1. Removing students and faculty from the threat;  
2. Isolating the dangerous situation from much of the school;  
3. Allowing for an accurate accounting of students within each room; and  
4. Depending on the situation, facilitating an organized evacuation away from the dangerous area.
In general, there are two main lockdown situations:

1. **Lockdown with warning**: The threat is outside the school building.
2. **Lockdown with intruder**: The threat or intruder is inside the school building

### 1. Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is outside of the school building:

1. Building administrator orders and announces “lockdown with warning.”
   Be direct. DO NOT USE CODES. This announcement should be repeated several times.
2. **Important**:
   a. Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
   b. Teachers must be able to hear the lockdown announcement.
   c. An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
3. Lock exterior doors.
4. Clear hallways, restrooms, and other rooms that cannot be secured.
5. Secure and cover classroom windows.
6. Take attendance of students in each classroom.
   a. Teachers should prepare a list of missing and extra students in the room.
   b. Teachers should prepare to take this list with them once they are directed to leave the classroom.
7. Control all movement, but continue classes. Disable bells. Move on announcement only.
8. Once the threat has subsided, the building administrator announces “all clear.”

### 2. Suggested Lockdown with Intruder Procedures

The following procedures should be followed when the threat or intruder is inside of the school building:

1. Building administrator orders and announces “lockdown with intruder.”
   Be direct. DO NOT USE CODES. This announcement should be repeated several times.
2. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
3. Classes that are outside of the building SHOULD NOT enter the building.
4. Move outside classes to the primary evacuation site.
5. Lock classroom doors.
6. DO NOT lock exterior doors.
7. Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
8. DO NOT lock exterior doors.
9. Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
10. Take attendance of students in each classroom.
   a. Teachers should prepare a list of missing and extra students in the room.
   b. Teachers should prepare to take this list with them once they are directed to leave the classroom.
11. DO NOT respond to anyone at the door until “all clear” is announced.
12. Keep out of sight.
13. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
14. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.

When the threat is over/the intruder has left the building, the building administrator announces “all clear.”

**Special Considerations**

1. **Suggested Lockdown Prior to School Starting Procedures**

   1. Staff gathers all students in the hallways into their classrooms or other rooms.
   2. Preschool activities leaders gather students and report attendance.
   3. Administration and custodial staff check the hallways and exterior of the building.
   4. Administration posts an individual at the drop-off location, alerting parents and children.
   5. Staff takes attendance of students in their room.
   6. At “all clear,” students report to their homeroom or first class to take attendance.

2. **Suggested Lockdown During Passing Periods Procedures**

   1. Staff gathers all students in the hallways into their classrooms or other rooms.
   2. Administration and custodial staff check the hallways and exterior of the building.
3. Staff takes attendance of students in their room.
4. At “all clear,” students report to homeroom or next class in order to obtain 100 percent attendance.

### 3. Suggested Lockdown During After School Activities Procedures

1. Event leaders gather students and take attendance.
2. Administration or custodial staff checks the hallways and other rooms.
3. **Note:** Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lock downs may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

<table>
<thead>
<tr>
<th>Medical emergencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call 911 or appropriate medical authority</td>
</tr>
<tr>
<td>2. Notify Parent/Guardian</td>
</tr>
<tr>
<td>3. Report to security</td>
</tr>
<tr>
<td>4. Report to your onsite School Resource Officer (if available), if not contact one of the following security staff members.</td>
</tr>
<tr>
<td>- Main Office (416-5773)</td>
</tr>
<tr>
<td>- Carolyn Jackson (553-8559)</td>
</tr>
<tr>
<td>- Steve Cole (239-7090)</td>
</tr>
<tr>
<td>- Gerald Stubbs (487-2838)</td>
</tr>
<tr>
<td>- Terrance Riley (268-3370)</td>
</tr>
<tr>
<td>- Maurice Savage (after hours) (497-8807)</td>
</tr>
<tr>
<td>5. Contact Academic Operations and School Support (contact one of the following.</td>
</tr>
<tr>
<td>- Kevin Malone (219-2925)</td>
</tr>
<tr>
<td>- Reggie Jackson (606-2738)</td>
</tr>
<tr>
<td>- Shawn Page (299-1951)</td>
</tr>
<tr>
<td>6. Contact Communications</td>
</tr>
<tr>
<td>- Shawn Pachucki (351-5560) or Communications main line (416-5628) or the new media/crisis “hotline” -- 901-690-5742</td>
</tr>
<tr>
<td>7. Contact Risk Management</td>
</tr>
<tr>
<td>- Main Office (416-1997)</td>
</tr>
<tr>
<td>- Anthony Krone (493-2010)</td>
</tr>
<tr>
<td>9. Notify Parent/Guardian (Do not have the student to call the parent/guardian.)</td>
</tr>
</tbody>
</table>

---

**Student Accidents (Medical non-emergencies)**
11. Contact Risk Management with any concerns.
  - Main Office-416-1997

<table>
<thead>
<tr>
<th>Incident</th>
<th>Response Protocol</th>
</tr>
</thead>
</table>
| Suicidal threats: (including School Threats via Social Media and Other Electronic Means) | 1. Do not leave the student alone at any time.  
2. Immediately involve the professional school counselor.  
3. Contact SCS Mental Health Center Hotline (416-6076).  
4. Notify parent/guardian (unless allegations of abuse/neglect have been made against the parent, then contact DCS-877-542-2873 or 877-237-0004).  
5. Report to security  
6. Report to your onsite School Resource Officer (if available)  
  - Security Main Office (416-5773)  
  - Carolyn Jackson (553-8559)  
  - Raymond Hopkins (674-9070)  
  - Steve Cole (293-7090)  
  - Gerald Stubbs (487-2838)  
  - Terrance Riley (268-3370)  
  - Maurice Savage (after hours) (497-8807)  
7. Contact Academic Operations and School Support  
  - Kevin Malone (219-2925)  
  - Reggie Jackson (606-2738)  
  - Shawn Page (299-1951)  
8. Contact the Student Equity, Enrollment and Discipline if another student is involved.  
  - Main Office (416-6007) or (416-6075)  
  - Dr. Angela Hargrave (483-0065) |
| Contacted by media for ANY reason                      | 1. Contact Communications, call Communications Main Line @ 416-5628 or Shawn Pachucki at 901-351-5560 or the new media/crisis “hotline” -- 901-690-5742.  
2. Contact Academic Operations and Support.  
  - Main Office (416-1632) or (416-1750)  
  - Kevin Malone (219-2925)  
  - Reggie Jackson (606-2738)  
  - Shawn Page (299-1951) |
## Facilities Emergency (air, heat, gas leaks, electrical outage)

1. Contact Facilities
   - Office (416-6274)
2. Contact Academic Operations and Support for serious incidents
   - Main Office (416-1632) or (416-1750)
   - Kevin Malone (219-2925)
   - Reggie Jackson (606-2738)
   - Shawn Page (299-1951)
3. Contact Communications
   - Shawn Pachucki (351-5560) or Communications main line (416-5628) or the new media/crisis “hotline” -- 901-690-5742

## Bus Incidents

### Response Protocol

**Severe behavior incidents that occur on the bus or at the bus stop:**
- Weapons
- Smoking
- Drug possession/use
- Threatening drivers/monitors
- Severe fights
- Throwing objects in or out of the bus with malicious intent
- Bullying
- Other

1. Report to security:
2. Report to your onsite School Resource Officer (if available), if not contact one of the following
   - Main Office (416-5773)
   - Carolyn Jackson (553-8559)
   - Maurice Savage (481-6894)
   - Steve Cole (239-7090)
   - Gerald Stubbs (487-2838)
3. Report to SCS Transportation/Durham (request video) contact one of the following:
   - Terry Ellis (Safety Specialist)- 530-8727
   - Stephen Wherry (Director)- 412-6529
4. Contact Academic Operations and School Support: (contact one of the following):
   - Main Office (416-1632) or (416-1750)
   - Kevin Malone (219-2925)/ Reggie Jackson (606-2738)
   - Shawn Page (299-1951)
5. Contact Communications, call Communications Main Line @ 416-5628 or Shawn Pachucki (351-5560) or the new media/crisis “hotline” -- 901-690-5742.
6. Contact the Student Equity, Enrollment and Discipline to determine appropriate disciplinary measures.
   - Main Office (416-6007 or 416-6075)
   - Dr. Angela Hargrave (483-0065)
7. Contact Risk Management (if there were injuries or property damage)
   - Main Office (416-1997)
   - Anthony Krone (493-2010)
8. Contact Safety Assessment Team: (in case of weapons or a viable threat)
   - Referral Line- (901) 416-8168
   - Dr. Jennifer Geter, Supervisor (416-7113 or 308-8162)
Emergency Closing of Schools

*(Schools must be in session a minimum of 3 hours, 16 minutes.)*

If inclement weather develops during school hours, Transportation Services and Executive Staff members will decide on whether to hold bus drivers. Transportation Services will coordinate the pickup of bused students according to opening times of schools (7:15 a.m., 8:15 a.m. or 9:15 a.m.). The Department of Communications will notify the appropriate media of the school closings.

**Staff actions**
- Assist the principal/designee and staff.
- Maintain order.

**Principal and/or Team**
- Initiate local school plans for stranded students.
- Make sure students are served lunch prior to dismissal.
- Cancel all scheduled activities.
- Contact Transportation (901-416-6077) regarding any activity buses that may be needed.
- Identify volunteers to act as crossing guards since many crossing guards work other jobs that may not allow them to be at their posts earlier than scheduled.
- Request Vocational Technical teachers to assist other school during abbreviated school days if needed.
- Keep Communications informed of any problems.
- Monitor Shelby County Schools' Cable 12 for broadcast messages.
- Contact Before and After School Day Care agencies (YMCA, etc.) regarding maintaining and/or extending services.
- Dismiss teachers and full time teacher's assistants at the conclusion of the abbreviated day. However, they may be requested to remain to supervise students who may be delayed leaving school.
- Require assistant principals, SBE, custodial staff, and clerical staff to remain at school and work their normal hours.
- In case of weather-related emergency situations, the principal/designee will contact his or her Instructional Leadership Director (ILD). That office will be responsible for communication with other administrative components.
- Once schools have been closed, the Office of Transportation Services, assisted by Safety and Security, will become the system-wide “Communications Center.”
- Sufficient transportation and volunteer personnel will be assigned to staff telephone lines. The Communications Center will be utilized to monitor all busing, and contact will be maintained by the “Media Liaison Center” and the Communications Center by local telephone lines.

*Reference Shelby County Schools Policy# 3002 – Emergency Closings*
Emergency Closing of Schools

Emergency Closing of Schools: Inclement Weather Prior to School Opening

Should inclement weather conditions develop prior to the opening of schools, the Emergency Management Advisor, Transportation Operations Manager for Durham School Services and the Director of Transportation Services for SCS will make recommendations regarding the safe operation of buses on Memphis streets and some Shelby County roads. This recommendation will be made as soon as possible and submitted to Executive Staff members.

Executive Staff members will make a recommendation regarding closing to the Superintendent. In the event the recommendation is made to close schools and is approved by the Superintendent, it will be the responsibility of Executive Staff members to notify the Director of Communications, who will notify the media, including Shelby County Schools' Cable 19.

Staff actions

- Listen to the radio or television whenever announcements are imminent regarding inclement weather and/or school closings.

Principal and/or Team

- Listen to radio or television whenever announcements are imminent regarding inclement weather and/or school closings.
- Cancel all activities.
- Ensure SBE and assistant SBE report to work.
- Check the building(s) each day while closed.

The Superintendent, Chiefs, Executive Directors, Directors, and all other Central Office personnel and personnel assigned to administrative units should report to work as usual unless instructed otherwise. All supervisory custodial personnel and maintenance employees, zone supervisors, and trainees will also report to work.

Reference Shelby County Schools Policy# 3002 – Emergency Closings
Harassment, Intimidation, Bullying or Cyber-Bullying
Process and Procedures Chart

1. Reporting:
   Any allegation reported to a teacher/staff member by a student or parent must be reported to the principal or the designee, within 24 hours.
   Principals must notify the parents of both the complainant and the respondent, before the investigation begins.

2. Investigation:
   • Must begin within 48 hours of complaint being reported
   • Must be completed ASAP, but not longer than 20 school days.

3. Determine if the act qualifies under Policy #6046:
   • Does it fit the Definition of Bullying? (Policy section A)
   • Does it fit Procedures for other Prohibited Conduct? (Policy Section G)

   If No

4. Share findings with complainant’s and perpetrator’s /parents
   Report findings to Dr. Alvin Harris, via completing the Incident Investigation Report. Send a copy to Dr. Harris and the parents. If a safety plan is in place, parents of the complainant may receive a copy.

   If Yes

4. Share findings with perpetrator/parents and complainant/parents. Advise if corrective/disciplinary measures were taken.

5. Right of Appeal
   • Perpetrator/parents can appeal a disciplinary action, if the action has been issued for more than 10 days of OSS (Out of School Suspension).

6. Inform both the complainant and perpetrator and their parents of their rights to counseling services.

7. Document all allegations in SMS & report findings for district and state reporting purposes to Dr. Alvin Harris, via the Incident Investigation Report. Send a copy to Dr. Harris and the parents.
Harassment, Intimidation, Bullying or Cyber-Bullying
Process and Procedures

Per State law, Administrators are required to do the following annually:

• Notice of policy and how to implement it MUST be provided at beginning (30 school days) of school year to teachers and school counselors.

• Notice of harassment, intimidation, and bullying prevention programs to promote awareness of harmful effects of bullying MUST be provided to students & parents at the beginning of school year.

The process below summarizes the actions required under Policy #6046.

Where appropriate, we have cited the particular section of the policy (denoted by a letter). A link to the policy is available in the appendix of this Protocol Manual.

Note: Teachers/Staff have 24 hours to report an allegation of Harassment, Intimidation, Bullying or Cyberbullying to their school administrators. School administrators Must investigate every report of Harassment, Intimidation, Bullying or Cyber-bullying within 48 hours and have everything completed within 20 school days. To determine if an incident qualifies as an act of Harassment, Intimidation, Bullying or Cyber-bullying, there are two tests, that must be considered before determining if an incident does or does not qualify under this policy. These tests descriptions are in sections A and G of Policy #6046 and are outlined at the bottom of this page.

Regardless of whether an act is deemed to qualify as harassment, intimidation, bullying or cyberbullying, there are certain actions that MUST be taken every time an allegation is made. In addition, there are strict time limitations on when actions must occur in order to follow policy and state law. These time limitations are:

• Teachers and staff members have 24 hours to report an allegation to the school administrator.
• School administrators have 48 hours to investigate, obtain statements from the complainants (victim) and the respondent (alleged perpetrator), witness statement and if needed, a Stay Agreement and/or a Safety Plan of Action.
• All investigations Must be completed using the Investigation Guide and the Incident Investigation Report.
• The Incident Investigation Report, Must be completed and emailed to Dr. Alvin Harris in the S.E.E.D. office. (416-7391)

Updated 10.31.19
Any questions about this policy should be directed to Dr. Alvin Harris (416-7391) in the Department of Student Equity, Enrollment, and Discipline.

Section A: Test 1

Tennessee Law defines “harassment, intimidation, bullying or cyber-bullying” as acts that substantially interfere with a student’s education benefits, educational opportunities, or educational performance; The act can be defined by one or several of these descriptors.

1) If the act takes place on school’s grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at an official school bus stop, the act has the effect of:
   a. Physically harming a student or damaging a student’s property;
   b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property.
   c. Causing emotional distress to a student or students; or
   d. Creating a hostile educational environment.

   OR

2) If the act takes place off school property or outside or a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning processes.

Note:

- If the incident is a nexus/connection to the school via (ie: social media, text messages, or any type of electronic communication) that involves a threat or possibility of a fight, and potentially could interrupt the school environment, an administrator can provide corrective action or disciplinary actions (ie: ISS, OSS or expulsion).

  Example: Over the weekend there is a Facebook posting from Jenae about fighting Shante’ after school on Monday. Monday morning the students are talking about it all over the school, the talking and commotion is interrupting the school day and the Administration team has had several calls from the teachers. At the end of the day, the fight happens. Disciplinary actions are taken.

  An Incident Investigation Report Must be completed and sent to Dr. Alvin Harris in S.E.E.D.

- If there is just chatter or there is hostile communication between the two parties, then the administrator can respond (ie: notify parents, meet with all students involved and if necessary, provide counseling services if needed, put a Stay Away Agreement in place, for the two students, and they can also complete a Safety/Conduct Plan for one student or both students, and finally administrator can issue disciplinary actions). An Incident Investigation Report Must be completed and sent to Dr. Alvin Harris in S.E.E.D.
• All actions must be put in SMS for what the action is and what action by the school/administration is being taken.

**Section G: Test 2**

The act can be defined by **one or several of these descriptors**

• Conduct aimed at defining a student in a sexual manner
• Conduct impugning the character of a student based on allegations of sexual promiscuity.
• Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status.

If an action qualifies under section A or G, all sections of the flowchart must be followed completely. If it does not satisfy either section A or G, all sections of the flowchart still apply, except no corrective measures or discipline should be given to the alleged perpetrator. You still MUST document the allegation in SMS & report your findings to Dr. Alvin Harris via the Incident Investigation Report.
Forms to use when documenting Harassment, Intimidation, Bullying or Cyber-Bullying

*Complainant Statement

*Respondent Statement

*Witness Statement (if needed)

*Incident Investigation Report (only this form needs to be returned to Dr. Harris at the conclusion of every investigation).

These forms should always be completed whenever a bullying allegation has been made.
SHELBY COUNTY SCHOOLS
Investigation Guide

A Bullying, Intimidation, Cyber-bullying, and Harassment allegation has been filed (use the complainant form in this packet).

Begin investigation within 48 hours (mandatory).

Contact parents of Complainant and Respondent and inform them of the allegation (within your 48-hour window—mandatory).

Interview Complainant (mandatory).

Interview Respondent and all witnesses one at a time. Allow students to complete their statements using the appropriate forms (mandatory).

Utilize additional documentation, if necessary (Stay-Away-Agreement, Check-in Worksheet, and Safety/Conduct Plan).

Determine if the allegation is founded or unfounded by reviewing written statements, documentation, and interviews (mandatory).

Meet with administrative team to determine if discipline and/or corrective actions are necessary.

Bullying verified, counseling services should be implemented for both bully and victim (at the principal’s discretion).

Meet with administrative team to determine if additional interventions are needed.

Contact Student Equity Enrollment and Discipline Office (S.E.E.D.) for advisement if needed.

Meet with or contact parents of Respondent and Complainant to discuss findings of the investigation and the consequence if the allegation was substantiated (at the end of the investigation—mandatory).

Discuss any further assistance the student may need. If the allegation is founded the Complainant and/or Respondent parents’ can only be told that “corrective or disciplinary actions were implemented” (mandatory).

Complete the Incident Investigation Report and send a copy to Dr. Alvin Harris in the S.E.E.D. Office at harrisa1@scsk12.org (mandatory).

Document the incident in PowerSchool (mandatory).
Complainant Statement (Victim)
This form MUST be completed by the complainant when reporting an incident of alleged bullying and harassment (staff may assist elementary or SPED students).

COMPLAINANT FULL NAME ____________________________ GRADE ____________

SCHOOL ___________________________________________ TODAY’S DATE ____________

Date of Incident / / Location of Incident ____________________________
Month Day Year

Description of Bullying Behavior (Include in detail who, what, where, when, how)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(Attach additional pages if necessary.)

List all witness names and grade levels.
Name ____________________________ Grade ____________
Name ____________________________ Grade ____________
Name ____________________________ Grade ____________

List evidence of bullying behavior (threat or message – written or electronic): Attach if possible
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please answer the following questions regarding the incident.
Have you been involved in previous bullying incident with the same student? ______ Yes ______ No
Did you suffer a physical injury as a result of the incident? ______ Yes ______ No
If yes, did your injuries require medical attention? ______ Yes ______ No

To the best of my knowledge, all of the information on this form is true and accurate.
Name of person filing this complaint ____________________________ Date ____________________________

______ Check and print name if someone other than complainant is completing this form ____________________________

Revised 2018-2019
Incident Investigation Report

Complainant’s Name ___________________ Grade __________

Respondent’s Name: _______________ Grade _______ School: ___________________________

Parent of the accused contacted? ______ Yes ______ No
If yes, date _____________________________________________________________________
Parent of the complainant contacted? ______ Yes ______ No
If yes, date _____________________________________________________________________

Summary of Investigation: ____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Identify which category the allegation was believed to be:

_____ Bullying     _____ Cyber-Bullying     _____ Harassment     _____ Intimidation

After the allegation was investigated, please indicate the following about this claim:

Behavior Unfounded ________ Behavior Verified __________

Why did the bullying/harassment occur (alleged motives)?

_____ Because of race     _____ Because of gender      _____ Because of disability

_____ Just to be mean     _____ Because of religion    _____ Because of appearance

_____ Hazing             _____ Sexual Orientation      _____ Other reason (specify)

Names of Witnesses Interviewed

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Action Taken: _______ Corrective Action _______ Disciplinary Action
(describe)___________________________________________________________
______________________________________________________________________________

_____ Investigation referred to Law Enforcement (complete below)

Name of Law Enforcement Personnel notified

Agency __________________ Date Referred __________________

Resolution: ______________________________________________________
______________________________________________________________________________

Administrator: __________________ Date ______________

Revised 2018-2019
SHELBY COUNTY SCHOOLS
Respondent Statement
(Alleged Bully)

RESPONDENT FULL NAME __________________________ GRADE __________

SCHOOL ___________________________ TODAY’S DATE __________

Date of Incident: _______ / _______ / _______
Location of Incident: __________________________
Provide a specific description of what happened. Be specific.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Attach additional sheets if necessary.)

Please list all witnesses.

________________________________________________________________________

________________________________________________________________________

Why did this incident occur? Please describe what led to the incident.

________________________________________________________________________

________________________________________________________________________

(Attach additional sheets if necessary.)

Did the complainant tell you to stop the behavior? ______Yes ______No
If you answered “yes” to the question above, how did you respond? ______________

________________________________________________________________________

(Attach additional sheets if necessary.)

Is this the first incident you have had with the complainant? ______Yes ______No
If no, please explain _________________________________________________________

________________________________________________________________________

Is there any additional information regarding this incident you would like to provide?

________________________________________________________________________

(Attach an additional sheet if necessary.)

Signature ___________________________________ Date _____________________

Revised 2018-2019
# Shelby County Schools
**Safety/Conduct Plan**

**Directions:** After the determination that an act of Bullying/Harassment has occurred and after appropriate discipline has been enforced, the Principal or Administrative Designee develops a safety plan with the student. Teachers/Teams are notified of the incident, parties involved and their roles in the incident. **Please check the appropriate box.**

<table>
<thead>
<tr>
<th>☐ Safety Plan for Student Target</th>
<th>☐ Conduct Plan for Aggressor Student</th>
</tr>
</thead>
</table>

**Name of Student** ____________________________ **Grade** __________ **School** ____________________________________________

**Brief description of incident** ____________________________________________

**Contact Person** ____________________________________________

**Frequency and duration will not be less than two (2) times per week for a period of four (4) weeks.**

**Number of times Weekly_____ Number of Weeks _____ Duration of Plan __/__/____ TO __/__/____**

**Action Plan**

**Person Responsible for Implementation:**

**Steps:**

<table>
<thead>
<tr>
<th>Progress Dates</th>
<th>One:</th>
<th>Two:</th>
<th>Three:</th>
</tr>
</thead>
</table>

**Teachers/Team Notified?** ☐ Yes ☐ No **Copy to parent/guardian?** ☐ Yes ☐ No

**Student Signature:** ____________________________ **Date:** __________

**Parent Signature:** ____________________________ **Date:** __________

**Meeting/Contact with Parents (date):** ____________________________ **Follow-up:** ____________________________

**Meeting/Contact with Parents (date):** ____________________________ **Follow-up:** ____________________________

**Meeting/Contact with Parents (date):** ____________________________ **Follow-up:** ____________________________

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Safety/Conduct Plan to be filed in the disciplinary record and incident entered into PowerSchool.
SCHOOL-BASED STAY AWAY AGREEMENT

The intent of this agreement is to increase safety for students involved in conflict. It should be discussed in a conference with the involved individual(s) and his or her parent(s)/guardian(s) (if available).

Name of Student: ___________________________ Date of most serious incident: __/__/__

Description of behaviors involved in incident: ____________________________________________

________________________________________________________________________________

Date of parent/guardian notification: __/__/__

In order to protect the rights and safety of all members of our school community, you are required to stay away from___________________________at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact with___________________________at school or on school property, school buses, and bus stops and/or at any school sponsored event. In addition, the following actions are effective immediately:

Arrival/Departure

Time: ___________________________ Entrance: ___________________________

Bus/Parking: _____________________________

<table>
<thead>
<tr>
<th>Current Schedule</th>
<th>New Schedule</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Lunch: _____________________________

Locker: ____________________________

Extracurricular: ___________________

Other disciplinary actions: _____________________________

Violations of this agreement and acts of retaliation directly or indirectly toward either party, their associates or their family members will be taken seriously and will result in further disciplinary actions. Your compliance will be monitored by (name and staff title): ____________________________

Agreement is valid from __/__/__ to __/__/__.

This agreement will be reviewed on __/__/__. Parent notified on __/__/__.

Student: ___________________________ Date: ____________________________

Administrator: _____________________ Date: ____________________________

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Safety/Conduct Plan to be filed in the disciplinary record and incident entered into PowerSchool.
## Safety/Crisis Response Procedures

### Incident Response Protocol

<table>
<thead>
<tr>
<th>Incident</th>
<th>Response Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Missing Children</strong></td>
<td>1. If it is an emergency, call 911 immediately and then call security. (Examples: special needs student, reason to believe foul play is involved, etc.).</td>
</tr>
<tr>
<td><strong>During School Hours</strong></td>
<td>2. Otherwise, call security immediately and the supervisor will dispatch security officers and/or the police. (Contact one of the following.)</td>
</tr>
<tr>
<td>• When a student is reported</td>
<td>• Main Office (416-5773)</td>
</tr>
<tr>
<td>missing during the school day.</td>
<td>• Carolyn Jackson (553-8559)</td>
</tr>
<tr>
<td>The Administrator will keep a</td>
<td>• Steve Cole (239-7090)</td>
</tr>
<tr>
<td>record of all communication.</td>
<td>• Gerald Stubbs (487-2838)</td>
</tr>
<tr>
<td></td>
<td>• Terrance Riley- (268-3370)</td>
</tr>
<tr>
<td></td>
<td>• Maurice Savage (after hours)- (497-8807)</td>
</tr>
<tr>
<td></td>
<td>3. Call the parent/guardian.</td>
</tr>
<tr>
<td></td>
<td>4. While 1-3 are occurring, mobilize a school team to begin searching for the child. Utilize two-way radios and/or cell phones to remain in contact.</td>
</tr>
<tr>
<td></td>
<td>5. Contact one of the following Academic Operations and School Support:</td>
</tr>
<tr>
<td></td>
<td>• Main Office (416-1632) or (416-1750)</td>
</tr>
<tr>
<td></td>
<td>• Kevin Malone (219-2925)</td>
</tr>
<tr>
<td></td>
<td>• Reggie Jackson (606-2738)</td>
</tr>
<tr>
<td></td>
<td>• Shawn Page (299-1951)</td>
</tr>
<tr>
<td></td>
<td>6. Contact Communications, call Communications’ Main Line @ (416-5628) or Shawn Pachucki at 901-351-5560 or the new Help Line number at 901-690-5742</td>
</tr>
<tr>
<td></td>
<td>7. If the student is a Special Education Student, also contact The Department of Exceptional Children at (416-5600)</td>
</tr>
<tr>
<td></td>
<td>8. Contact Risk Management:</td>
</tr>
<tr>
<td></td>
<td>• Main Office (416-1997)</td>
</tr>
<tr>
<td></td>
<td>• Anthony Krone (493-2010)</td>
</tr>
</tbody>
</table>

### Process for Students Left At School

Updated 10.31.19
<table>
<thead>
<tr>
<th>Incident- Left at School</th>
<th>Response Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children who have not been picked up from school in a timely manner.</td>
<td>1. All children who have not been picked up within 15 minutes of dismissal should be taken to a designated location and supervised by a staff member until the parent/guardian arrives.</td>
</tr>
<tr>
<td></td>
<td>2. Upon arrival, parents/guardians should be asked to sign the student(s) out and be given a copy of the school’s dismissal procedures. If necessary, the principal should hold a conference with the parent.</td>
</tr>
<tr>
<td></td>
<td>3. If a parent/guardian does not arrive within 30 minutes of dismissal, attempts should be made to reach parents/guardians/emergency contacts.</td>
</tr>
<tr>
<td></td>
<td>4. After one hour, if no contact has been made, call the Department of Safety and Security: (and make them aware of the situation) contact one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Main Office (416-5773)</td>
</tr>
<tr>
<td></td>
<td>• Carolyn Jackson (553-8559)</td>
</tr>
<tr>
<td></td>
<td>• Steve Cole (239-7090)</td>
</tr>
<tr>
<td></td>
<td>• Gerald Stubbs (487-2838)</td>
</tr>
<tr>
<td></td>
<td>• Terrance Riley (268-3370)</td>
</tr>
<tr>
<td></td>
<td>• Maurice Savage (after hours) (497-8807)</td>
</tr>
<tr>
<td></td>
<td>5. If this is an isolated incident, we want to resolve it without the police or DCS if possible.</td>
</tr>
<tr>
<td></td>
<td>6. If this is a habitual problem, the principal may deem it necessary to make a report to DCS (877) 542-2873 or (877) 237-0004.</td>
</tr>
<tr>
<td></td>
<td>7. Contact the Department of Safety and Security: contact one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Main Office (416-5773)</td>
</tr>
<tr>
<td></td>
<td>• Carolyn Jackson (553-8559)</td>
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<tr>
<td></td>
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<td></td>
<td>• Gerald Stubbs (487-2838)</td>
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<td>• Terrance Riley (268-3370)</td>
</tr>
<tr>
<td></td>
<td>• Maurice Savage (after hours) (497-8807)</td>
</tr>
<tr>
<td></td>
<td>8. KK and 1st grade or a Special Needs student will be brought back to school by a Durham school bus if no adult is present to receive the child at the bus stop.</td>
</tr>
</tbody>
</table>
All on the job injuries must be reported the same day they occur. The injury should be reported to the immediate supervisor. If the supervisor is unavailable, then report the injury to an administrator or other staff. Unless the injury is a threat to life or limb, the employee must first go to one of the SCS health clinics. Employees should not go to an emergency room, minor medical clinic or their primary care physician. The employee should call the SCS clinic to make an appointment. There are no walk-ins. The clinic appointment number is 416-6079. The employee should confirm the accident report has been submitted online to Risk Management prior to making an appointment. The clinics are located at:

**Gray’s Creek 2800 Gray’s Creek (7:00 AM – 5:00 PM)**
**Central Office East 130 Flicker Street (8:00 AM – 6:00 PM)**

1. Employees should make appointments with the least interruption to their workday. Employees should NOT take off the entire day to go to an appointment.
2. If the injury occurs after the clinics have closed, and emergency treatment is necessary, they should seek treatment from a Methodist or St. Francis Hospital. Any follow up treatment must be sought at one of the SCS clinics.
3. In the event the employee needs critical emergency treatment, and an ambulance is called, the employee should be taken to the nearest emergency room, preferably Methodist or St. Francis Hospital. Upon release, the employee should follow up with the Risk Management Dept. to obtain a Cigna claims form, in which the employee will need to provide to the emergency room billing dept. The employee should not provide their personal medical insurance.
4. If the employee does want to seek treatment from the SCS clinic, they should contact their clinic appointment number and make an appointment. The clinic will provide the employee with a work status report. If the employee should need further treatment by a specialist, the clinic will make the referral and provide the employee with a Cigna claims form, to provide to the specialist.
5. Only the clinic or treating physician can take an employee off work. Any employee who is returned to work and fails to do so, will not be coded as an OJI absence.
6. All treatment must be continuous without interruption. Failure to follow the physician’s treatment plan may be grounds for removal from OJI benefits.
7. Any prescriptions should be filled at Walgreens. The employee should advise the pharmacist they are a SCS employee with an on the job injury.
8. There are no co-pays or deductibles for OJI treatment or prescriptions.
9. Any bills for treatment or prescriptions obtained after denial of an on the job injury, will be the responsibility of the employee.
10. Any absences coded “OJI” must be prior approved by Risk Management.
11. Any questions regarding these procedures/guidelines, contact Laterica Rose, Employee Accident Specialist, 416-6759.

**Banning Individuals From a School Campus**

Updated 10.31.19
Introduction:

Research shows that when schools, parents, and communities work together, students perform better. Even though some parents may become irate and act inappropriately, they truly want the best for their children. To provide a clearer assessment of the seriousness of this action, the banning of parents is similar to the expulsion of a student. Therefore, school administrators should follow a form of progressive discipline with parents in the same way they would with students.

Some behaviors are so extreme that they require immediate action while most behaviors can be resolved through a lesser intervention. The principal should exhaust all means of intervention (conferences, warning letter, Parent Liaison intervention, consultation with AOSS leadership) before deciding to ban a parent. The Parent Liaison should complete the warning letter.

SCS Board Policy 7011 states, the Board has a legitimate interest in avoiding disruption to the educational process and is responsible for ensuring the safety of the educational and work environments of students and employees of the District. Authorization to visit in the building or on the school campus will be determined by the Principal or designee who shall have the authority to exclude from the school premises any persons. Unauthorized persons on the school property will be asked to leave the premises. Failure to comply could result in criminal arrest for trespassing.

**Board Policy 7011 lists the following criteria to ban an individual from a school campus:**

- Disrupting the educational program in the classroom or in the school
- Disturbing the teachers or students on the premises
- On the premises for the purpose of committing an illegal act
- Unlawfully on the premises
- Refusal to comply with Principal’s orders

**Types of Actions**

- Warning- Providing short term restriction on school visitation but not an outright ban
- Short term ban- Relatively brief (2 weeks or less as a cooling off period)
- Long term ban- Over an extended period of time (quarter, semester, or remainder of the school year)
Behaviors that may lead to a ban:

- Threats
- Actual violence (towards students, other parents, staff)
- Vandalism/damage to property
- Continued verbal abuse or disruption
- Refusal to leave premises

Two types of actions: Urgent Circumstances and Non-Urgent Circumstances

Urgent circumstances require immediate action. In these situations, there is an immediate threat to the safety of the school community and/or immediate interference of the educational process. The principal should:

1. Ask the individual to leave.
2. If the individual fails to comply, contact Safety & Security Services (416-5773) to assist in the removal of the individual.
   - Main Office (416-5773)
   - Carolyn Jackson (553-8559)
   - Steve Cole (239-7090)
   - Gerald Stubbs (487-2838)
3. The principal should contact the Director of School Operations, Kevin Malone (219-2925), the Assistant Superintendent of Academic Operations and School Support, Reggie Jackson (606-2738) or the Chief of Academic Operations and School Support, Shawn Page (299-1951) to determine next steps. **Please do not issue a ban without contacting School Operations. Do not issue a ban from the school.**

4. If a ban is indicated, **the principal should consult the Director of School Operations, Kevin Malone (219-2925),** who will provide the correct ban letter using the District template. The letter will detail specifically the behaviors that warranted the ban. The principal should send the letter by Certified Mail to the individual being banned. An electronic copy should also be sent to School Operations and Security Services. A file will be maintained of all banned individuals at the school, zone, and district level.

5. Remember to keep the children’s academic needs and safety at the forefront of your actions. Make sure arrangements are made that detail how parents will communicate with the school regarding pick-ups, academic achievement, and other purposes. As long
as the student remains at the school, there must be some sort of working relationship between the parent and the school.

6. Bans will not carry over from year to year unless deemed necessary (rare situations) and must be approved by the Assistant Superintendent of Academic Operations and School Support.

Non-Urgent Circumstances include a pattern of recurring inappropriate behaviors.

1. Exert your best judgment and always be fair, firm, and consistent in your practices.
2. Prior to taking any actions, the principal should discuss the issue with the Parent Liaison assigned to his/her school and/or the Director of School Operations, or the Assistant Superintendent of Academic Operations and School Support.
3. If a ban is indicated, see bullets four through six above.
Process Chart for Banning Individuals From a School Campus

1. Ask Individual to leave the campus
   - Contact Security Services if individual fails to comply

2. Contact Director of School Operations or Assistant Superintendent of Academic Operations & School Support
   - Ban Letter to individual via Certified Mail (letter will come from School Operations)

3. Arrange for Communication with individual regarding student
   - Assistant Superintendent of Academic Operations & Support must approve bans beyond current school year
Metal detectors may be used within any Shelby County School and at school sponsored events to conduct searches of students/visitors and their personal effects, at random and for cause, in accordance with applicable statutes, case law, and related mandates. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks or checks of groups of individuals may not be used to single out a particular individual or category of individuals. Principals should develop a duty/roster schedule for faculty and staff that will monitor the entrances and security equipment in their designated locations.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, she/he may conduct a metal detector check of the student’s person and personal effects. A student’s failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action, including suspension.

Unbiased Use of Detectors on a School-Wide Basis-Metal detectors will be used at times to be determined by the school principal and as otherwise prescribed by the District. Plans for conducting the searches must ensure that no bias enter into the selection of individuals to be searched (for example: gender, religion, race, etc.). The metal detector(s) will be used at the school entrances upon the subjects arriving at school rather than used inside the school during the middle of the day, except in the case of searches based upon individualized suspicion.

Administrative Procedures/Documentation-All secondary schools must have a current plan on file with the Department of Safety and Security. Refer to page 9 of Policy #6027 for what your plan should include, to ensure plans are completed correctly. Plans should be formulated on the school’s letterhead.

1. Only trained staff may conduct metal detector screenings. The list of trained staff must be on file with the Department of Safety and Security.
2. Metal Detector logs must be submitted to the Department of Safety and Security each time screenings are conducted.

For additional details regarding policy and procedures for metal detector screenings, please refer to Searches and Interrogations District Policy 6027.
Contact Chrystal Epps (416-0122), Maurice Savage (416-5778), Carolyn Jackson (416-0122), or Steve Cole (416-4922) for questions regarding this policy.

Please use the attached log on the next page to submit metal detector scanning documentation. Principals please submit this form to EPPSCN@scsk12.org.
# Metal Detector Scanning Log

**School Name:** ____________________________  
**Date:** ____________

**Location #:** ____________  
**Time:** ____________ to ____________

- **Number of Students Screened:** ____________
- **Number of Scanners Used:** ____________
- **Walk Through:** Yes ____________ No ____________
- **Handheld:** Yes ____________ No ____________
- **Were Walk through units calibrated to the Operation Test Place (OTP):** Yes ____________ No ____________
- **Number of entrances where screening procedures were conducted:** ____________
- **Were all other exterior doors monitored during screening:** Yes ____________ No ____________
- **Selection Criteria for Screening:**  
  - All Students  
  - Partial: (Show Array - every ____________ student)  
  - Must be Unbiased

**Identify Screening Team Members:** Place an x by equipment operators.

<table>
<thead>
<tr>
<th>Count</th>
<th>Type</th>
<th>Other: Specify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Box Cutters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Razor Blades</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brass Knuckles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Toy Guns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Real Guns</td>
<td></td>
</tr>
</tbody>
</table>

**Weapons Confiscated:**

- **Count**
- **Type**
- **Other:** Specify
- **Count**

**Other Contraband Confiscated:**

<table>
<thead>
<tr>
<th>Count</th>
<th>Cell Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other Drug Paraphernalia</td>
</tr>
<tr>
<td></td>
<td>Specify</td>
</tr>
<tr>
<td></td>
<td>Count</td>
</tr>
<tr>
<td></td>
<td>Drugs/Alcohol</td>
</tr>
<tr>
<td></td>
<td>Specify</td>
</tr>
<tr>
<td></td>
<td>Count</td>
</tr>
</tbody>
</table>

**Violations:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Age/Grade</th>
<th>Reason</th>
<th>Suspension</th>
<th>Arrest</th>
</tr>
</thead>
</table>

**Comments:** ____________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

---

This form must be submitted to the Office of Security Services, no later than the morning following the screening.

**DO NOT FAX.**
Metal Detector Administrative Procedures/Documentation Process Chart

- Participant Training by Office of Security Services
  - Copy of Plan for Detector Use on File with the Department of Safety and Security (Include list of trained individuals)
  - All Scanning Performed in Accordance with Safety and Security Guidelines and Only by Trained Individuals
  - Administrators Maintain Metal Detector Records and Submit a Copy to Safety and Security
Truancy

School administrators, teachers, and staff should utilize all means possible to encourage and incentivize regular school attendance. A school-based team should conduct a regular review of attendance data. Interventions for unexcused absences and/or habitual excused absences should be implemented early and consistently. Students are considered to be truant on the fifth unexcused absence but interventions should begin with the first unexcused absence.

Unexcused Absence Procedures

1. **First and second unexcused absences** - Document phone calls to parents/guardians on the first day and second day of unexcused absence.
2. **Third unexcused absence** - Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance; request a parent/teacher conference.
3. **Fifth unexcused absence**-
   a. The first official attendance letter will be automatically generated by the District and sent to the parents/guardians.
   b. A Student Attendance Review Team (SART) will convene to provide intervention and prevention support to the student and family through the development of a Parent/Student Action Plan (PSAP). SART contact could be via telephone or in person but must be entered into SMS to stop the automated emails.
4. **Sixth-ninth unexcused absences** - Phone calls, letters, conferences, and other interventions outlined in the PSAP will be utilized.
5. **Tenth unexcused absence** - Letter from the District Attorney’s Office will be automatically generated and sent to the parents/guardians informing them of a mandatory Student Attendance Review Board (SARB) meeting. The SARB Board will either decide to refer the Attorney General and Juvenile Court or follow the interventions outlined in the PSAP.
6. **If a student has ten consecutive unexcused absences**, the principal should withdraw the student retroactive to the first day of the unexcused absences and notify the Department of Attendance and Discipline. This notification should include documentation of the school’s attempt to implement the Unexcused Absence Procedures outlined in these regulations.
7. **Documentation** - Since parents who violate the compulsory attendance law may be charged with a Class C misdemeanor, schools must provide documentation for all steps in the truancy process and all interventions that occurred.
1st & 2nd Unexcused Absence: Phone Call to Parent/Guardian

3rd Unexcused Absence: Warning Letter

5th Unexcused Absence: District Letter

10th Unexcused Absence: Letter from District Attorney

Student Assistance Review Team (SART) Meeting

Parent/Student Action Plan (PSAP)

6th-9th Unexcused Absences: PSAP Interventions

Student Attendance Review Board (SARB)

Updated 10.31.19
# Alternative School Placement

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home School Principal or School Designee</td>
<td><strong>General Education</strong> - Submits referral for students suspended for 11-180 days within 48 hours of the incident via on-line link (scsas.scsk12.org). Upload, required documents: transfer report card, progress report, transcript for high school students, schedule for students Grades 6-12, and official notification of out of school suspension.</td>
</tr>
<tr>
<td></td>
<td><strong>Special Education or suspected disability</strong> – Conducts manifestation meeting prior to submitting a referral for alternative school placement. Submit referral for SPED students suspended for 11-180 days on the same day that meeting is completed. Upload required documents: manifestation documentation uploaded to Easy IEP, transfer report card, progress report, transcript for high school students, schedule for students grade 6-12, and official notification of out of school suspension.</td>
</tr>
<tr>
<td>Alternative Schools Central Office / SPED staff</td>
<td>Verify student’s SPED status and referral information.</td>
</tr>
<tr>
<td>Alternative School Central Office Staff</td>
<td>Contact guardian regarding orientation date and time, uniform, and school assignment. Document contact, student assignment, and orientation via on-line dashboard.</td>
</tr>
<tr>
<td></td>
<td><em>Referring and receiving school can track student status via online link.</em></td>
</tr>
<tr>
<td>Student and Guardian</td>
<td>Requests and obtains a copy of Withdrawal Form from home school prior to orientation. Ensures that student is dressed in correct uniform and reports to assigned school for orientation on designated date.</td>
</tr>
<tr>
<td>Assigned Alternative School</td>
<td>Requests that student is withdrawn from home school.</td>
</tr>
<tr>
<td></td>
<td>Withdraws student from SMS upon request of assigned Alternative School.</td>
</tr>
</tbody>
</table>
Alternative School Referral Process Chart

**Department of Alternative Schools Referral Process**

**Academic/Behavior Intervention (Prep Academy/Choice/Success)**
- School/Parents refer students to Alternative Schools via web link
- Student and SPED information status verified
- Academic/Behavior Review Team reviews submitted Referral and Documentation to provide an acceptance decision

If approved, Parent/referring school is contacted by Alternative Schools regarding Alternative School assignment.

Mandatory new student/parent orientation is scheduled; Orientations are held on Tuesdays and Thursdays.

Student is enrolled in Alternative Schools.

**Suspended/Expelled**
- School Principals or designee refers expelled student to Alternative Schools Office via web link;
- Special Student and SPED information status verified

Referring school is contacted by Alternative Schools regarding Alternative School assignment.

Mandatory new student/parent orientation is scheduled; Orientations are held on Tuesdays and Thursdays.

Student is enrolled in Alternative Schools.

Students are placed in SMS upon school enrollment verification.

Updated 10.31.19
Early Childhood Students

All children in SCS Early Childhood Division sites will be adequately and appropriately supervised at all times, including indoors in the classroom, outdoors on the playground, on field trips or outings away from centers and schools and during transition times when they are arriving, leaving and moving from one location to another, e.g., to meals, the playground or restrooms.

**No children are ever left alone for any amount of time in any setting while attending any SCS Early Childhood Division or contractor site.**

1. All SCS Early Childhood Division classroom and playground environments are arranged to ensure adequate and appropriate supervision of children at all times.
2. Classroom staff should position themselves in the classroom and on the playground to be able to see and reach all children at all times.
3. Classroom staff should scan the classroom and playground environments continuously and count children to ensure they are aware of the location and actions of each child.
4. Classroom staff should continually listen to and observe the indoor and outdoor environments as children are learning and playing to identify signs of potential danger immediately.
5. Classroom staff should anticipate children’s developmentally appropriate behavior to give children any needed additional support, especially at the beginning of the year and during transitions. (See SCS Early Childhood Division child guidance/discipline procedures)
6. Ensure that first aid kits are always in the classroom, are taken to the playground and on field trips. Kits should never be within reach of students.
7. Classroom staff should ensure that transition time is planned and executed appropriately to the developmental levels of three and four-year-old children, including limiting the amount of time children must wait in line to transition.
8. Classroom staff should review expectations, classroom and safety rules with children and reaffirm them to ensure students’ safety. Classroom/safety rules must be posted in all classrooms.
9. Staff should make specific plans to ensure they stay within mandatory adult: child ratios at all times. This includes times when a teacher or child needs to leave the room to go to the restroom, or for any other reason.
10. Staff should ensure parents understand their responsibilities during drop off and pick up of their children.

11. Classroom staff should have contingency child supervision plans for irregular times, such as when a school or center closes early due to inclement weather or if an outside door is open to allow deliveries.

Release of Children

1. All SCS Early Childhood Division and contractor staff will only release children to individuals authorized in writing by the parent or guardian. All sites will adhere to SCS Policy #6058, Child Custody/Parental Access.

2. Authorized individuals to whom children are released must be at least 18 years of age, with the exception of parents/guardians who are teen parents.

3. **Information regarding individuals authorized to pick up children is located on the child’s application form, orientation form, classroom profile and the emergency contact information form.**

4. **Teaching staff is required to ask for picture identification before a child is released.**

5. Updated lists are to be maintained in each classroom as information is received or updated by parents/guardians.
   a. While it is the parent/guardian’s responsibility to provide updates, family service and teaching staff can collaborate to monitor, request, obtain and confirm changes in writing.
   b. Parents/guardians in center-based classrooms must make changes on site, in person.
   c. The Change of Release Information Form is used to document changes.

6. A child cannot be released to a person who appears to be under the influence of drugs or alcohol.

7. Parents and/or authorized individuals must sign children in and out of classrooms daily. A person that meets the age requirement identified by the center or school must escort children into the classroom. The teacher maintains sign in and out sheets in the classroom general files.

8. If a parent/guardian has an emergency and needs to have an alternate person (not on the authorized list) pick up the child, the following steps must be taken:
   a. The parent/guardian must call the teacher and let him or her know the situation and who will be coming to get the child.
   b. The parent/guardian informs the person picking up the child that they must present picture identification to the teacher upon arrival to the classroom.
c. The teacher informs his/her supervisor (principal, site manager, or center director) and obtains written approval to release the child to this individual on an emergency basis. The teacher will file this approval in the child’s classroom file.

Parents are encouraged to call the school or center if they will arrive late to drop off or pick up their children.

d. If it is documented that a parent has arrived late three consecutive times, the teacher should notify the assigned family service worker and give the parent a late pick-up notice. The family service worker will consult with the parent regarding tardiness and assist with any concerns or issues.

e. If the late pick-up continues, the family service worker, his or her supervisor, and the principal/site manager/center director will meet to determine further actions needed.

**Contact Information**

Early Childhood  
(901) 416-3450

Kathryn Bostick  
Pre-K Manager  
bostickka@scsk12.org  
(901) 416-2811

John Lovelace  
(901) 416-3691  
Strategic Initiatives Manager  
lovelacej@scsk12.org (901) 416-0036
The **mission** of the Shelby County Schools’ Extended Learning Opportunity Program (ELOP) is to strive to provide well-structured and supervised enrichment programs that foster high expectations for school age children. ELOP will provide supportive, healthy, and safe learning environments that are instrumental to the facilitation of positive outcomes in academic achievement, student behavior, school attendance, and parental involvement, while also meeting the cognitive, physical, social, and emotional needs of students from our district of rich cultures and great diversity.

The **purpose** of ELOP is to serve as a school support service that increases the length of the school day and or school year for the purpose of significantly increasing instructional time so as to include additional time for tutoring in core academic subjects, enrichment activities, hands on experiential learning, culturally enriching field trips, youth leadership development, instructional planning time, and professional development for educators.

**Contact Information**

**ELOP Office** - 920 N. Highland Ave. NE Regional Office  
[https://scselop.org/](https://scselop.org/)

ELOP Manager- Rodney Tate- 416-5878  
ELOP Assistant- Jasmine Moss- 416-7167  
ELOP Assistant- Sherita Luellen- 416-7281  
Program Administrator- Julia Content-416-6294  
Program Administrator- Jeffrey Monroe- 416-5442  
Receptionist- Drake Richmond-416-9240  
Receptionist- Candace Fisher-416-4709  
Receptionist- Vanessa Seals-416-4709

**Program Resources**  
[What is ELOP?](#)  
[ELOP 2018-2019 Registration Information](#)  
[At Risk Afterschool Meal Guide](#)
2019-20 Immunization Plan

Shelby County Schools

Introduction:

State Law and Shelby County Schools policy both require proof of required immunizations for all students in all grades except in the case of documented religious exemption or medical certification. Small outbreaks of measles and mumps have occurred in Shelby County, and we have found students attending our schools without proof of immunizations on file. The TN Department of Health (DOH) has chosen not to sanction SCS in the past; however, they have communicated that SCS must be in compliance with state guidance. Sanctions from TDOE can include withholding some or all of our BEP funding. In addition, the DOH requires the electronic reporting of KK immunizations. We will continue to utilize CareDox to record and report immunization status. By the end of the first semester, all students must have documentation of immunization status entered in CareDox, and students be fully immunized.

TN Law-1200-14-01-.29 IMMUNIZATION AGAINST CERTAIN DISEASES PRIOR TO SCHOOL ATTENDANCE IN TENNESSEE.

Every nursery school, day care center, Head Start center, Kindergarten, or other pre-school, day care or grades Kindergarten through twelve of any public, private, or church related school shall obtain proof of adequate immunization against diphtheria, measles (rubella), pertussis (whooping cough), poliomyelitis, rubella, mumps, hepatitis B and tetanus on the form prescribed by the Commissioner (unless otherwise exempted by law) prior to admitting a child. It shall be the duty of the school to enforce the provisions of this regulation, subject to the exemptions as set out in T.C.A. §49-6-5001(b).

SCS Policy 6002-

Evidence of state-required immunizations - Parents or legal guardians shall be responsible for having their children immunized against designated diseases as authorized by the Tennessee Commissioner of Health. Proof of immunization shall be established by a certificate of immunization listing all immunizations which a student has received. All certificates of immunization shall be on forms furnished by the Tennessee Department of Health. In the absence of an epidemic or immediate threat thereof, immunizations shall not be required of any child whose parent/legal guardian/custodian shall file with the school principal a signed, written statement that such immunization and other preventive measures conflict with the parent’s/legal guardian’s/custodian’s religious tenets and practices affirmed under the penalties of perjury. Immunizations shall not be required if a qualified physician shall certify that administration of such immunization would be in any manner harmful to the child involved. Additionally,
in accordance with the Interstate Compact on Educational Opportunity for Military Children, students of military parents/legal guardians/custodians who enroll or transfer into school for the first time or at any time shall be given 30 days from the date of enrollment or the time determined by the Interstate Commission to obtain immunization or initial vaccinations for a series of immunizations

Requirements:

**New students** to SCS, Pre-K, KK and 7th grade who do not have documentation of all immunizations should be registered but not enrolled. **These students must not attend school.** Once proof of immunizations is provided, they should be enrolled, begin attending school immediately and entered in CareDox.

**All other students** must have proof of immunizations in CareDox as well. All immunization records must be reviewed and entered in CareDox at each school site. If the student does not have the required documentation to document he or she is fully immunized after reviewing the student record, a 10-day notice must be generated in PowerSchool that will be given to the parent. Parents will receive a list of agencies where they can get their child immunized with the 10-day notice. Parents will be informed they must get their child immunized within the 10 days and return the documentation to the school site.

On the 5th day if the parent has not provided the immunization documentation, the school must contact parents reminding them of the immunization requirement and timeline.

If the proper immunization documentation is not provided to the school by the 10th day, a form must be generated in PowerSchool informing the parent that the student will be withdrawn and cannot attend school until the parent provides the required documentation. The school must contact the parent by phone or in person informing him or her that the student is withdrawn, send the form home with the student, and then withdraw the student in PowerSchool.

**Students identified as homeless** must be immediately enrolled and permitted to attend school even if they do not have documentation of immunizations, pursuant to state and federal law and Board Policy 6002. The school should contact the SEED Office (416-6007) for assistance with securing immunization records or working with the family to obtain necessary immunizations.

**Students with medical exemptions** listed on the immunization certificate can register and enroll with a current immunization certificate when medical exemptions are specified by a physician or medical provider. This must be documented in CareDox.

**Parents of students with religious beliefs** who do not wish to have students immunized should provide signed documentation indicating vaccines interfere with religious beliefs. This must be documented in CareDox.
**Records:**

Schools can begin requesting records on August 12, 2019. It is vital that records requests are sent immediately and records are subsequently forwarded quickly and accurately. Records that are requested on or before Friday, August 16th, should be received no later than Friday, September 13th. Any records that are requested after Monday, August 19th should be received no later than three (3) weeks from the date of request. ALL incoming and outgoing records exchanges MUST be entered in PowerSchool if the student’s information is accessible. Otherwise, keep a manual log. Please refer to the following documents, which are located on SharePoint.

- Records Manual
- In-District Enrollment Release & Cumulative Records Request
- Tracking the Exchange of Records
- Out of District Records Request Form

**CareDox:**

All immunization records (Pre-K through 12th) must be entered directly into CareDox immediately to determine immunization status. This includes making entries for students who have approved religious exemptions or medical certification. Sites must identify staff who will be trained on CareDox entry. Please see attachment on number of clerical staff who should be trained on process for the 2019-20 school year. Sites can train additional staff if they desire. Ongoing CareDox trainings will be available throughout the year. Operations will review and provide regular updates on CareDox entry and immunization compliance for school sites throughout the year. Well Child general education nurses should have access to an available desktop during scheduled weekly visit for updating student records.
### Diseases Covered by Tennessee Child Care and School Immunization Requirements


<table>
<thead>
<tr>
<th>Disease</th>
<th>Child Care</th>
<th>Kindergarten</th>
<th>New students, Grades 1-12</th>
<th>All incoming 7th graders</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. flu type B (Hib)</td>
<td>Up to date/ complete</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pneumococcus (PCV)</td>
<td>Up to date/ complete</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, Pertussis</td>
<td>Up to date (no 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>Same as K, Tdap req’d only for 7th gr.</td>
<td>Tdap booster</td>
<td>-</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td>1 dose</td>
<td>2 dose</td>
<td>2 dose</td>
<td>-</td>
<td>2 dose</td>
</tr>
<tr>
<td>Polio</td>
<td>Up to date (no 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Up to date/ complete</td>
<td>Complete</td>
<td>Complete</td>
<td>-</td>
<td>If training incl. direct pt. care</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>1 dose</td>
<td>2 dose</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Meningococcal disease (MenACWY)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 dose for some (see school)</td>
</tr>
<tr>
<td>Varicella (or disease history)</td>
<td>1 dose or disease</td>
<td>2 dose or disease</td>
<td>2 dose or disease</td>
<td>2 dose or disease</td>
<td>2 dose or disease</td>
</tr>
</tbody>
</table>

Other important vaccines are recommended by CDC for all children and teens, but not required for school attendance. For more information, visit the TennIIS homepage at [https://tennesseelis.gov](https://tennesseelis.gov) and click on the blue bar titled School Immunization Requirements. For the Official Certificate, go to the above website and login to TennIIS.

Last updated by Tennessee Immunization Program: July 2015

Updated 10.31.19
MEMO

To: Public and Private School Administrators
From: Kelly L. Moore, MD, MPH, Director, Tennessee Immunization Program
Date: December 13, 2017
Subject: Update to 7th Grade Chickenpox (Varicella) Immunization Requirements

Schools will no longer need to review the immunization records of current students in Tennessee schools going into 7th grade in 2018 to verify they have had 2 doses of vaccine against chickenpox (also called varicella vaccine). Students are still required to provide proof they have had a booster dose of tetanus-diphtheria-pertussis vaccine (known as Tdap) by 7th grade.

Tennessee changed its school requirement from one dose to two doses of varicella vaccine in 2009, following Centers for Disease Control and Prevention (CDC) recommendations. At this time, all current students have already had to provide proof of two doses of varicella vaccine to enter school.

Two doses of varicella vaccine remain required for all new students enrolling in a Tennessee school for the first time at any grade, kindergarten through 12th grade.

The Department of Health is in the process of updating its rules and the state immunization registry (TennIS) that generates school immunization certificates. In the meantime, this notice is to allow you to communicate this change for children moving up to 7th grade in 2018. Please share this information as needed.

Doctors recommend three vaccines for all pre-teens, beginning at age 11: the first meningitis vaccine (a second is needed at age 16), the HPV cancer vaccine (2 doses), and the Tdap booster (the one required for 7th grade). We also recommend an annual flu vaccine. If a child needs a Tdap booster, he or she can get all recommended vaccines at the same visit.

Questions? Parents may ask a healthcare provider or visit any local health department.

If a child has TennCare or does not have insurance coverage for vaccines, that child can get all recommended vaccines through the Vaccines for Children (VFC) Program at minimal cost in all health department clinics and many private clinics that care for children. For more information about VFC or immunization requirements, visit us at https://www.tn.gov/health/cedes/immunization-program.html or www.tennesseelis.gov.
Tennessee Department of Health

CERTIFICATE OF IMMUNIZATION

Child's Name (Last name, first name, middle) 

Parent/Guardian Name (Last name, first name, middle)

Phone (please provide area code ___-____-____)

Address

City 
State 
Zip Code

Unless specifically exempted by law, Tennessee law requires a certificate on file for each child in attendance in any school or child care facility in Tennessee. Detailed instructions for this form and explanation of requirements are in "TDH Summary of Immunization Rules - Certificate Instructions" at the Tennessee Department of Health website (https://www.tn.gov/health/articles/childcare-12th-grade-immunization-requirements). Please use the Tennessee Immunization Information System (TIIIS).

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>DATE MM / DD / YY</th>
<th>DATE MM / DD / YY</th>
<th>DATE MM / DD / YY</th>
<th>DATE MM / DD / YY</th>
<th>DATE MM / DD / YY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hib</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal (PCV)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>DTP, DTaP, DT, Td</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Polio Entericis</td>
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<tr>
<td>Measles</td>
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<tr>
<td>Mumps</td>
<td></td>
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<tr>
<td>Rubella</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap 7th Grade Booster</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**2b. Recommended Vaccines (Documentation Optional)**

- Rotavirus
- Influenza
- Meningococcal
- HPV

Section 3. Provider Assessment (select one, not valid if blank)

A) Temporary Certificate - Expires MM / DD / YYYY

Expiration date one month after date next catch-up immunization is due.

B) Up to Date for Child Care Entry and <18 Months of Age

If requirements incomplete, but up to date for age. Expires at 18 months of age.

C) Complete for Child Care / Pre-School

Fulfills all requirements for child care / pre-school or pre-k under 5 years of age.

D) Complete K-6th Grade

Fulfills requirements. Kindergarten through 6th grade.

E) Complete 7th Grade or Higher

Fulfills requirements. 7th grade or higher.

*If age 4 years and fulfills requirements for Pre-School and Kindergarten, check BOTH Boxes C and D.

Section 4. (Required) Printed or Stamped Name, Address, Phone of Qualified Healthcare Provider (MD, DO, PA, Advanced Practice Nurse or Health Department):

Certified by (Signature/Stamp) 
Date of Issue

RDA-N/IA

Updated 10.31.19
Either of these forms can be used. The state changed to the new form in July 2018.
Physicals
Physicals are required for students who are new to Shelby County Schools. Students entering PK or K must have an up to date physical (completed within the last 12 months). If a PK or K student has received a physical within the last 12 months, he or she is not required to complete an additional physical.

Clinics
Immunizations and physicals are available at the Shelby County Health Department, health care providers, and the school based health clinics. Student clinics are located at Sheffield Career and Technology, and East High School. Parents should always call to schedule appointments. The number to obtain appointments is (901) 531-6321.

Cardiac Arrest
In April 2015, Tennessee passed the Sudden Cardiac Arrest Prevention Act to increase awareness of sudden cardiac arrest among coaches, parents and athletes. The legislation, Public Chapter 325, has three key components:

To inform and educate coaches, youth athletes, and their parents, and require them to sign a sudden cardiac arrest information form before competing.

To require removal of a youth athlete who appears to have symptoms of sudden cardiac arrest from play or practice at the time of symptoms.

To require a youth athlete to be cleared by a licensed health care professional before returning to play or practice.

Both public and private school sports and recreational leagues for children under age 18 that require a fee are affected by the new law. The law covers all sports. This website contains all the resources coaches, youth athletes and parents need to fulfill the intent of the law.

Below you will find links for the required forms, trainings and guidelines that will equip coaches, parents and athletes to recognize and respond to sudden cardiac arrest.


Updated 10.31.19
Policy #6069 governs the recognition of various religions and their beliefs, customs and holidays. SCS seeks to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. Students and staff members shall be excused from participating in practices that are contrary to their religious beliefs.

In addition to observance of religious holidays, student absences from school for religious holidays may be considered excused in accordance with the applicable provisions of Policy 6014 Attendance and Excused Absences.

Please utilize the form on the next page for parents to request exemptions.
Request for Religious Exemption

Student Name___________________________ Parent (s) Name___________________________

School Name __________________________________ Grade_________________________

In accordance with Shelby County Schools Policy # 6069, Recognition of Religious Beliefs, Customs, and Holidays, students and staff members shall be excused from participating in practices that are contrary to their religious beliefs.

Please explain below the specific exemption you are seeking based on your religious belief:

________________________________________________________________________

I hereby affirm that the exemption described above is in accordance with our religious belief, customs, and holiday(s).

________________________________________________________________________

Signature of Parent/Guardian Date

________________________________________________________________________

Signature of Principal/Administrator Date

Note: This religious exemption is for the current school year only. Form must be completed every year. Schools will keep a copy for their records. Classroom teacher and parent will also need a copy.
Section 2:
Administrative Protocols
## School Level: Protocol for handling:

### (Death of a student or staff member at school)

Every school should also have in their emergency management plan a strategy to respond proactively to losses that impact students and staff.

*In conjunction with FACE and School Operations, staff, a plan was developed to inform students and staff regarding the death of a student or staff member. The plan calls for holding students and teachers in place and sending school leaders (principal, assistant principal, guidance counselor, etc.) to share the news classroom by classroom. A common message should be drafted so everyone receives the same information.*

*Principals should direct all questions concerning the death, immediately to Communications. (See step # 7) Do not share any information, with persons outside of the school district.*

## (Death of a student or staff member at school)

1. Secure the scene
2. Call 911 or appropriate medical authority
3. Notify parent (student) Notify family (staff member)
4. School Messenger is the preferred way of informing families of sensitive school matters, such as safety-related situations or any topic that may lead to media inquiry.

In some cases, the situation may also warrant a letter, but an approved phone message is used most frequently. When parent communication is required for sensitive school matters (weapons, investigations, fights, safety concerns, death of a student or staff member, public complaints, etc.), please contact the Communications Department on the new media/crisis “hotline” -- 901-690-5742 for assistance with a phone script and additional support if needed.”

Communications-
Shawn Pachucki (901-351-5560)
Main Line (416-5628) and ask for Kyle Bullock or the new media/crisis “hotline” 901-690-5742.

5. Principal should verify the information and then notify: (contact one of the following) A OSS:
   - Kevin Malone (219-2925)
   - Reggie Jackson (606-2738)
   - Shawn Page (299-1951)
   - Lori Phillips (634-8640)

6. Report to SCS Security, contact one of the following

---

Updated 10.31.19
- Report to onsite School Security Officer (if available), if not, choose one of the numbers
  - Call Main Security Office (416-5773)
  - Carolyn Jackson (553-8559)
  - Steve Cole (239-7090)
  - Gerald Stubbs (416-3368)
  - Terrance Riley (268-3370)
  - Maurice Savage (after hours) (497-8807)

7. Communications
   - Shawn Pachucki (901-351-5560)

8. Main Line (416-5628) and ask for Kyle Bullock or the new media/crisis “hotline” 901-690-5742

9. Contact Mental Health’s Crisis Hotline @ (416-6076) for your students. They will disburse a team to the school. Staff members should be referred to Concern (EAP) for grief counseling.

   *(Death of a student or staff member occurring after school hours.)*

1. Principal should verify the information and then notify:

   Report to AOSS:
   - Kevin Malone (219-2925)
   - Reggie Jackson (606-2738)
   - Shawn Page (299-1951)
   - Lori Phillips (634-8640)

2. Report to SCS Security:
   - Call Main Security Office (416-5773)
   - Carolyn Jackson (553-8559)
   - Steve Cole (239-7090)
   - Gerald Stubbs (416-3368)
   - Terrance Riley (268-3370)
   - Maurice Savage (after hours) (497-8807)

3. Communications:
   - Shawn Pachucki (351-5560)
School Level: Memorials

- Main Line (416-6076) and ask for Kyle Bullock or the new media/crisis “hotline” -- 901-690-5742

4. Contact Mental Health’s Crisis Hotline (416-6076). They will disburse a team to the school. School Staff should be referred to Concern, our new (EAP) for grief counseling.

5. Schools should activate phone trees, email or text messaging chains, or an automated messaging system to invite staff to a meeting to brief them on the loss and confirm a plan of action, if deemed necessary, based on the schools’ emergency management plan.

6. Once grief counselors arrive, read a brief statement to students/staff with small, naturally occurring groups, such as homeroom or first period class. Try to avoid notifying students via a large assembly or public address systems. The Communication Department will provide a letter for parents and a script for the principal.

7. School will remain in session after a student or staff death. If students attend the funeral, parents are encouraged to accompany them and should arrange for appropriate transportation. If the funeral takes place during the school day, the principal, after consulting with appropriate staff, will decide which staff members may attend.

1. Students and teachers should be given the opportunity to attend memorial services, if held during the school day, the principal, after consulting with appropriate staff, will decide which staff members may attend.

2. Schools should plan a way for the school to honor the person (yearbook, fundraisers, plaque, tree planting, bulletin “memory board”, etc.) For individuals interested in donating money on behalf of the deceased, the family will be requested to identify those charities/and or organization to which donations may be sent. (See pages 104-105) Section 3- Protocol and Process Manual)
**District Level Response:**

The Superintendent or designee should personally express condolences on behalf of the school district. A written note should be sent from the superintendent and the board members.

<table>
<thead>
<tr>
<th>Schools may not approve permanent memorials on school or district sites. Requests may be made according to District Policy #1007 (Naming of District Real Estate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. In a situation where informal events or gatherings such as a candlelight vigil, etc, which are not school sponsored, the principal may approve the use of the schools’/districts grounds and security will also need to be contacted. Schools may also call Tiffany Bracy in the planning office. (416-4716)</td>
</tr>
<tr>
<td>4. School marquees should not be used to post messages about the deceased student or staff member.</td>
</tr>
<tr>
<td>1. Notification of Death for Student/Staff completed and sent to the Director of School Operations (Kevin Malone) (located in Protocol Manual)</td>
</tr>
</tbody>
</table>

School Operations will then contact the Office of Family Engagement; this office will then do the following:

- Contact and visit the school to coordinate its response efforts
- Assess the needs of the family
- Share information and updates with Shawn Page, School Operations and the Board of Commissioners’ office
- Contact Communication
  - Shawn Pachucki (901-351-5560)
  - Main Line (416-5628) and ask for Kyle Bullock

2. Send a representative to the school who will remain at the site to support the principal for as long as necessary.

3. A representative from the Office of Academic Operations and School Support, will come to the school or call to offer condolences and support.

4. An email or a letter from Superintendent will be sent to the school offering the district’s condolences.

5. On behalf of SCS a spray or plant will be sent to the funeral home.
Shelby County Schools
Notification of Death
Student/Staff Member

Date: ________________________________
Notified by: Principal, Parent, Relative of Victim, Facebook, & etc. ____________________________
Name of Student or Staff Member___________________________________________________________
Name of School______________________________________________________________
Date of Death______________________________________________________________
Where did the Death take place? School_______ Home_______ Other__________
School’s response________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Please send this form to Shawn Page.
District’s response________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

*This form may be used to notify district staff of any information they may need.
Multi-Hazard Emergency School Plan

For your convenience, this log allows you to submit your drill information electronically. The password to access the log is distributed via email. If you have any questions, please contact Emergency Management at (416-4227).

Each school should have a Multi-Hazard Emergency School Plan and Recovery Guide that is updated yearly and submitted on line to the Office of Emergency Management. The plan should reflect the actions required by all involved parties to minimize loss of life and injury to persons and property in the event of an emergency. The school principal is responsible for supervising, monitoring, and organizing the development of the school emergency plan and overseeing the formation of the Multi-Hazard Emergency School Team. Further, the principal is responsible for arranging a faculty/staff meeting within one month of the beginning of each school year to review the school’s plan and update staff regarding new procedures and changes in state law.

After the team is formed, they should use the forms found on Shelby County Schools website: https://multihazardemergencyplan.scsk12.org. Sign in, using your SCS “User Name” (do not include scsk12.org) and “Password” to access the “Template “to create the Multi-Hazard Emergency School Plan and Recovery Guide. Next, the Multi-Hazard Emergency School Team should conduct a presentation at a faculty/staff meeting to update the entire staff regarding Universal Emergency Procedures, Emergency Management Protocols, Emergency Management team assignments, specific roles, etc. Finally, the team will submit a copy of the plan, on line, with the “Principal’s Signature” attached, to the Office of Emergency Management. The Emergency Management staff will review the reports and document the completion of the plan for each school and report to the Superintendent, the State Department of Education, and the State Comptroller’s Office.

The School-Centered Emergency Management Plan should include:

- Student/staff count
- Clearly defined staff roles/responsibilities (a Multi-Hazard Emergency School Team, Incident Command System, etc.)
- Procedures for emergency evacuation of students/staff from the building, and a plan for evacuating students/staff needing special assistance
- Establishment of a “Command Post”, staging and assembly areas, a location for administering first aid, and student accounting and release procedures
- Alternative building locations within walking distance, and for distances requiring
Guidelines for communication with the media
- Establishment of primary and back-up methods for communication (within school, with Central Office, and with parents and community)

**MULTI-HAZARD EMERGENCY SCHOOL PLAN**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Response Protocol</th>
</tr>
</thead>
</table>
| Fire Drill              | 1. A total of “11” Fire Drills will be conducted while school is in session, “7” requiring full evacuation and “4” Fire Safety Educational Announcements, “not” requiring evacuation from the building.  
2. The 1st. and 2nd. Fire Drill should be completed no later than the last school day in August. |
| Intruder/Lockdown Drill | One (1) Intruder/Lock-down drill must be conducted within the first 30 days of school operation.                                                                 |
| Earthquake Drill        | 2 Earthquake Preparedness Drills (i.e., drop, cover, hold) completed annually.                                                                     |
| Severe Weather Drill    | Must be conducted once (1) per year.                                                                                                               |
| Other Drills or Practice| Other additional preparedness drills, which may include Shelter-In-Place, Bomb Threat, Lockdown-Extra, Earthquake#3, and Severe Weather#2 may be “voluntarily” conducted as needed during the school year. |
| CPR/AED Drill           | Each school having one or more AEDs shall schedule annual CPR/AED training for ALL school personnel and conduct an annual CPR and AED drill.      |

A record of all fire drills, including time/date shall be kept in the school or institutional offices and made available upon request to the state fire marshal, the state fire marshal’s deputies or assistants for inspections and review.

Therefore, all schools must complete a total of **11- Fire Drills, 1- Intruder/Lockdown Drill, 2-Earthquake Drills and 1- Severe Weather Drill** during the time specified within a school year to be in compliance with State Law.


If you have any questions, please contact Emergency Management at (416-4232 or 416-4227).

Cleaning Protocols Pandemic Guidelines for Communicable Illnesses/Parasites

(These are the guidelines that will be used to address the Cleaning Protocols/Pandemic Guidelines for Communicable Illnesses/Parasites)

What are Communicable Illnesses/Parasites? - Parasitic disease, also known as parasitosis, is an infectious disease caused or transmitted by a parasite. Common examples found in schools are measles, mumps, chicken pox, meningitis, hepatitis, tuberculosis, common cold, strep throat, flu, stomach viruses, H1N1, lice, ring worm, pink eye, staph infections, bed bugs, and the hand/foot/mouth disease.

Cleaning Precautions that will Help Prevent the Spread in Schools

- As Prescribed in the Custodial Cleaning Frequencies – Wipe Down High Touch Areas Daily (desktops, table tops, door knobs, handrails, handles, etc.)
  - Special Emphasis on SPED Areas, Pre-K and Early Childhood Areas
- Encourage and Educate Students, Staff, and Faculty to Wash Hands (Primary) and use Sanitizer (Secondary)
  - Post signage about washing hands to prevent the spreading of germs/diseases
- During Cases of Outbreaks
  - Inform Custodial Cleaning Vendor to Clean, Mop/Vacuum, Disinfect, and Sanitize the Effected Area(s)
    - Cleaning removes germs
    - Sanitizing lowers the number of germs
    - Disinfecting kills germs
Heat Advisory

Many times during warmer months of the school year, The National Weather Service predicts dangerous Heat Index levels. Heat Index can be described as “what it feels like outside.” By definition, the Heat Index is the relationship between temperature and humidity, which can produce detrimental effects on the body. The heat index changes throughout the day; midday (12:00–4:00 p.m.) is often the highest.

It is vital that all school personnel err on the side of safety when it comes to outdoor activities when heat indices are very high. Students with allergies, respiratory ailments/diseases, or other ailments are especially susceptible to heat related emergencies and should be monitored very carefully or excluded. Please monitor the heat index continuously throughout the day if students will be outside. (See the following TSSAA Heat Index chart and instructions as a guide).

When temperature indices reach 90 to 94 degrees, reduce recess or P.E. time, provide ample cool water, and a cool down period. Avoid going out for recess or P.E. when indices reach 95 or above. Remember, monitoring the temperature alone is not sufficient to ensure student and staff safety.

All athletic teams must follow the TSSAA guidelines and those provided by SCIAA in their weekly advisories.
**Heat Index Calculation and Chart**

**Temperature (In Fahrenheit)**

<table>
<thead>
<tr>
<th>Temperature (In Fahrenheit)</th>
<th>Heat Index Under 95°F</th>
<th>Heat Index 95°F and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>90° - 94°</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>95° - 99°</td>
<td>100</td>
<td>100</td>
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<td>100° - 104°</td>
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<td>100</td>
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<tr>
<td>105° - 109°</td>
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<td>100</td>
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<td>110° - 114°</td>
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<td>100</td>
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<tr>
<td>115° - 119°</td>
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<td>100</td>
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<td>120° - 124°</td>
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<td>100</td>
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<td>125° - 129°</td>
<td>100</td>
<td>100</td>
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<td>130° - 134°</td>
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<td>135° - 139°</td>
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<td>140° - 144°</td>
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<td>145° - 149°</td>
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<td>155° - 159°</td>
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<td>160° - 164°</td>
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<td>165° - 169°</td>
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<td>170° - 174°</td>
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<tr>
<td>175° - 179°</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>180° - 184°</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**Relative Humidity at Site**

- Provide ample water. Water is always available and athletes have unrestricted access. Optional water breaks every 30 minutes or 15 minute time frames.
- Ice-down towels are available. Athletes should be monitored carefully. Re-check heat index every 30 minutes.

**Ice-down towels are available. Reduce time outside or move indoors to air conditioning if possible.**

**Provide ample water. Water is always available and athletes have unrestricted access. Optional water breaks every 30 minutes or 15 minute time frames.**

**Ice-down towels are available. Reduce time outside or move indoors to air conditioning if possible.**

**Postpone practice to later in the day if possible. Contact sports should remove helmets or extra equipment when in non-contact practice. Re-check heat index every 30 minutes.**

**Heat Index 105° or Above**

Stop all outside activity including practice or play. Stop all indoor activity if air conditioning is not available and the heat index exceeds 105° or greater. Re-check heat index every 30 minutes.

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Updated 10.31.19

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EMERGENCY ALLERGY RESPONSE PLAN

Purpose:
To establish a protocol for managing students with life-threatening allergies, this plan shall include measure to reduce exposure to allergens and procedures to treat allergic reactions at school. Each school shall have an allergy management team, which may include but is not limited to the school nurse, principal, teacher, student, food service director, bus driver, and or counselor.

Steps to Create an Allergen-Safe School Environment:

- Anticipate the enrollment of students with life-threatening allergies
- Be prepared to assist potential individuals when needed
- Develop and implement an Emergency Allergy Response Plan that focuses on prevention and appropriate response procedures should an unexpected emergency occur
- Develop a plan before the start of the school year
- Use the state food allergy guidelines plan as a guide to develop processes that identify all students with food allergies
- Develop and implement an Individualized Health Plan (IHP) with an Allergy Action Plan for specific students

Each school should outline the requirements of a program to manage students with life-threatening allergies. There are four (4) suggested components include:

1. Education and Training

All school personnel should have general education on managing life-threatening allergies Mandatory training requirements include:

- Collaboration with the LEA administration by the School Nurse (RN).
- Cleaning protocol for classroom and cafeteria (type of cleaners, frequency, etc.).
- Guidelines for snacks, parties, lunch substitutions based on USDA guidelines.
- Allergen free tables in cafeterias and classrooms if desired (being careful not to compromise student confidentiality).
- Students/staff hygiene (frequent hand washing).
- Field trip management.
- Bus/transportation management
• Emergency response protocol:
  o Personnel responsibilities.
  o Communication procedures.
  o Emergency drills.
  o Administration/possible repeat administration of epinephrine.
  o Demonstration and competency checks on administration of the epinephrine auto-injectors.
• Training in cardiopulmonary resuscitation (CPR) based on LEA policy and T.C.A. §§ 49-5414, 49-3-359.

2. Record Keeping/Documentation

• Initiation and distribution of the IHP with an Allergy Action Plan by the School Nurse
• Locations of epinephrine auto-injectors and monitoring of expiration dates
• Reviews of system wide policies on allergies as needed
• Lists of trained personnel and documentation of competency maintained by school administrator or designee
• Policies regarding student self-administration of epinephrine, with competency to be evaluated by the School Nurse (RN) twice annually
• Identification of students with medical diagnosis or chronic health issues who are at risk for allergies by review of health information by the School Nurse (RN)

3. Development and Reviews of the Allergy Action Plan

• The Individualized Health Plan (IHP) with Allergy Action Plan should be based on information provided by the parent, licensed medical provider and School Nurse (RN).
• Revise an IHP as needed
• Bi-annual nursing assessment of competency and proficiency of plan

4. Protocols for Classrooms and Cafeterias that include Strategies to Reduce Exposure to Allergens

• Plan for activating EMS and notifying the School Nurse (RN), parent and school administrators
• Implement functioning communication devices
• Implement a periodic emergency/ anaphylaxis drill similar to a fire drill.
• Include in the Allergy Action Plan steps to notify the School Nurse (RN) and parent immediately of an anaphylactic reaction.
• Develop a School Crisis Plan
• Open communication with all members of the allergy management team(s), particularly the parent and the health care provider by school nurse or school administrator
Evaluation of the Emergency Allergy Response Plan:

- Provide a written that documents each emergency exposure to allergens
- Conduct post exposure reviews to examine any problems with the IHP, then update annually as needed.
- Conduct one annual review of system wide policies on allergy management

**ALLERGY ACTION PLAN**

All students with identified life-threatening allergies should have an Allergy Action Plan with the student’s Individual Health Plan (IHP). The RN level school nurse will develop, review and update the plan as needed. The Allergy Action Plan should include the following information:

- Name of the student and photos (if picture available).
- The specific offending allergens
- Warning signs of allergic reaction
- Health care providers and/or allergy specialists with name and phone numbers
- Emergency response procedures designating who administers the epinephrine based on the location of the exposure.
- Where epinephrine auto-injectors and backup auto-injectors will be stored.

Once formalized, the Allergy Action Plan will contain a summary of the nursing assessment describing the student’s competency to carry and administer his or her own epinephrine auto-injectors.

*Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* can be found in its entirety by clicking [https://www.tn.gov/content/dam/.../education/.../csh_guidelines_healthcare_prof_p roc](https://www.tn.gov/content/dam/.../education/.../csh_guidelines_healthcare_profProc)
Medication Administration, Health Care Procedures and Activities of Daily Living

**Medication Administration:**

School Personnel can administer medication according to the established guidelines. School staff:

- Must participate in the same annual training provided to School Nurse Registered Nurse (RN) on specified tasks before performing the tasks
- Must comply with policies, procedures and health care plans as directed
- Must report to and receive oversight from the School Nurse (RN) regarding assigned tasks
- Must carry out assigned tasks as directed and document all tasks
- May volunteer with appropriate training, to administer emergency medications, such as Diastat, glucagon, insulin and epinephrine

**Health Care Procedures:**

*TCA 49-5-415* requires that LEA’s provide licensed health care providers to perform specific health care procedures when a student is not capable or competent. A prescriber’s orders i.e. physician, Nurse Practitioner (NP) and parental authorization are required for any health care procedures performed by a licensed health care professional in the school setting. Some examples of these procedures include:

- Urinary catheterizations
- Tube feedings
- Oral suctioning
- Artificial airway management
- Ventilator monitoring and management

**Activities of Daily Living:**

Activities that are commonly deemed to be activities of daily living (ADL) **do not need to be performed by a licensed health care professional.** Unlicensed assistive personnel can perform activities or a teaching assistant may include but are not limited to:

- Toileting
- Bathing
- Diapering
- Dressing
- Feeding
- Transferring
- Positioning
- Application and removal of protective and supportive devices
- Recording oral intake and bile and bladder output
Note:

*This list is not inclusive of every health condition or situation that could be present at school. Additionally, many times health situations are evaluated on an Individual basis. Please contact the Department of Exceptional Children and Health Services (DECHS) at (901) 416-2424 for any specific health guidelines and follow-up instructions, including approved parent communication (when necessary) based on the recommendations of the Shelby County Health Dept. and/or SCS Communications.*
<table>
<thead>
<tr>
<th>Conditions</th>
<th>School Recommendations</th>
<th>Shelby Co. Health Department Notifiable Condition</th>
<th>School Nurse Notifiable Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADLICE</td>
<td>Exclude from school with live bugs until treatment is provided. Readmission to school after re-inspection, proof of treatment and no live bugs</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>SCABIES</td>
<td>Exclude until treatment has been completed. Readmission to school with physician clearance.</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>HAND FOOT AND MOUTH</td>
<td>Exclude until physician order to return to school is received. Avoid close contact and sharing of eating utensils, and personal items with the affected individuals. Strict hand washing</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Exclude until treatment is started. Cover the affected area and avoid direct contact with the affected area; strict hand washing</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>STREP THROAT/SCARLET FEVER</td>
<td>Exclude from school per physician’s orders or 24 hours after treatment has been started. Readmission with physician’s written clearance to return.</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Exclude from school per physician’s order or 24 hours after the treatment has been started and there is no more drainage from the affected site. Readmission with physician’s written clearance to return. Strict hand washing.</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>BED BUGS</td>
<td>Students <strong>should</strong> not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation. If necessary, pest management will normally be targeted to specified areas of the school.</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

**These conditions below must be confirmed and evaluated on an individual basis**

- Contact SCS Department of Exceptional Children and Health Services (DECHS)
- DECHS will contact, communicate and collaborate with Shelby County Health Department for further directions and guidelines
- Verify immunization status of students and those in close contacts with suspected cases of measles, mumps, rubella, and chicken pox

YES | YES
Physical Activity Requirements

Per T.C.A. § 49-6-1022, all districts are required to integrate minimum minutes of physical activity per week, per grade span, into the instructional school day for elementary and secondary school students. Physical education and recess can be used to meet the requirements; however, non-structured physical activity shall not replace the current physical education program but shall serve as an addition to the school’s physical education program. You may include any other type of physical activity breaks that take away from usual schoolwork or sedentary behavior. Opportunities to engage in physical activity may include walking, jumping rope, playing volleyball or other forms of physical activity that promote fitness and well-being; however, walking to and from class shall not be considered physical activity for the purposes of this section.

Definitions:

**Structured (PE):** Involves organized, regulated, teacher led, teacher coached and is tied to or integrated with core academic instruction. (i.e. Physical Education Classes).

**Non-Structured (PA):** A temporary withdrawal or cessation from usual schoolwork or sedentary activities during which an opportunity for rigorous physical activity is provided. “Non-structured physical activity” does not include walking to and from class.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>TYPE OF ACTIVITY</th>
<th>RECOMMENDED FREQUENCY</th>
<th>Weekly Calculations Physical Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>STRUCTURED (PE) + Non-STRUCTURED (PA)</td>
<td>PE 45-60 minutes/week + PA 70 minutes/week</td>
<td>PE + PA= 130 minutes per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PE/PA 5 days per week=130 min</td>
<td></td>
</tr>
<tr>
<td>6-12</td>
<td>NON-STRUCTURED or STRUCTURED PE</td>
<td>90 minutes per week</td>
<td>90 minutes per week</td>
</tr>
</tbody>
</table>
Districts are required to meet this mandate plus **starting in 2018**, elementary PE classes must be offered for at least 30 minutes for 2 days per week. You cannot combine the time (30 minutes) into one 60-minute class.
Grading Process for Late Entry Students

Late Enrollment:

Students enrolling in the District with **two weeks or less remain in the grading period** shall receive grading marks based on the transcript from the sending school. **Parents/guardians shall be notified of this procedure:**

1. Give the student an incomplete (I) for the 1st quarter and semester grade. (Notify parents/guardians). If there is a program that can be utilized for course recovery, consider using the program.
2. If a course recovery program is not utilized have the teacher of record create a packet of assignments and assessments. The assignments should include representative work of each of the nine weeks in the quarter. Give the same assessments as the other students took during the actual quarter to determine the level of mastery. (The teacher may also assign a student to work with the late entry student to help them get caught up, or the teacher can set up individualized help).
3. Because the students are working on past work while trying to stay up-to-date with current coursework, make sure the teachers are patient and give ample opportunities for success. The goal will be student mastery, a passing grade and ultimately, the needed credit.
4. As principal, review the expectations of the teachers, the progress and outcomes of the students and the documentation to ensure you are satisfied with the integrity of the grade. If so, follow the instructions for adjusting the (I) to grade.

Grading of Students who enter during a semester:

a) **Previously enrolled:** Students who enter a district high school during a semester who have previously been enrolled in a high school program shall be graded on the basis of their transcript from the previous school attended and their performance in class for the remainder of the semester.

b) **Not previously enrolled:** Students who enroll in a district high school during the semester who have not previously been enrolled in school during that semester shall declare at the time of enrollment whether or not their participation in class shall be on an audit basis or a credit basis. The school should make effort to involve parents/guardians in this declaration of intention at the time of enrollment.

c) Students enrolling in a district high school for the first time during a semester on a credit basis shall be responsible for the content and objectives for the total semester’s work.
and all grade-bearing activities, but they shall not be responsible for providing information to students on content that was presented prior to the time of the students’ enrollment in school. These students will be assigned grades for credit at the end of the semester based upon their declared intention at the time of enrollment.
The Human Resource Department is the approving authority for all requests for substitute teachers.

- In the event that a teaching position is vacated or opened during the course of the school year representatives from the Human Resource Department (HRD) will assist schools in securing the appropriate classroom coverage. If a position remains unfilled for a period longer than twenty days a certified substitute or teacher on special assignment (TOSA) is required to serve in the position.

- Principals are responsible for contacting their HRD business partner to inform them of the open position. The business partner will assist the principal to secure a certified substitute or TOSA for the open position. HR will work with the Principal and Academic leadership team to develop a plan to ensure a licensed teacher of record is available for students.

The Principal should contact the Communications Department and request assistance in developing a letter to distribute that ensures that parents and guardians are aware that a class is being covered by a certified substitute or TOSA.

- ▪ Email Communications to request assistance in developing the communiqué.
- ▪ Distribute the communiqué’ to parents and/or guardians of students impacted by the change.

It is a Best Practice to inform parents anytime there is a change of a teacher. In self-contained elementary classrooms, a phone call followed with a written communication is recommended.

The New ESSA Reauthorized (2015) Law, contains information regarding a Parents Right to Know says that:

PARENTS RIGHT-TO-KNOW
A school that receives Title I funds shall provide to each individual parent of a child who is a student in such school, with respect to such student, timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
TN State Public Chapter 754 requires the display of the American flag on school property and at school events to conform to the requirements of federal law. The guidance below should be utilized in order to ensure compliance with this state statute.

1. The principal or building administrator is responsible for appointing a group or committee to be responsible for the proper display of the American flag. ROTC, boy or girl scouts or other groups can be used to fulfill this expectation.
2. When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously.
3. The flag should be cleaned and mended when necessary.
4. When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Note: Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day. Many Cub Scout Packs, Boy Scout Troops, and Girl Scout Troops retire flags regularly as well. Contact your local American Legion Hall or Scout Troop to inquire about the availability of this service.

Displaying the Flag Outdoors

When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top.

- When flown with flags of states, communities, or societies;
- The other flags may be smaller but none may be larger;
- No other flag ever should be placed above it;
- The flag of the United States is always the first flag raised and the last to be lowered.

Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night. The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.
Displaying the Flag Indoors

1. When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.
2. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.
3. When displaying the flag against a wall, vertically or horizontally, the flag’s union (stars) should be at the top, to the flag’s own right, and to the observer's left.

The Flag in Mourning

To place the flag at half-staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half-staff until noon and at full staff from noon to sunset.

The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.

Displaying the Flag at Half-Staff

There are four specific occasions during which the flag of the United States is flown at half-staff, or at the mid-way point of the staff or pole to which it is attached:

- Memorial Day
- Peace Officers Memorial Day
- At the Direction of the President
- At the Direction of a State’s Governor
Policy #7012 governs the display or distribution of non-district/school materials in schools and to students. The purpose is to provide informational materials to schools and students to support curriculum without exploiting students and their families by commercial or self-interest groups or individuals.

Academic Operations and School Support (AOSS) is the approving authority for the display and/or distribution of these materials. According to policy, materials should be denied when they (1) are incompatible with the goals/mission of the District; and/or (2) detract from the image and/or common good of the District.

Requests may be made on behalf of students or non-students.

Students (The principal is the approving authority for student materials)
Students desiring to display or distribute information on district owned property and/or during district sponsored activities must submit the materials to the principal for review prior to distribution. Discrimination on the basis of viewpoint in granting or denying a student permission to display or distribute non-school publications or materials shall be prohibited.

Non-Students (Academic Operations and School Support is the approving authority for non-student materials)
Posters, bulletins, flyers, letters, and other forms of communications that are not educational in value or that are designed solely for the purpose of advertising for profit shall not be distributed through the schools. No part of the school system, including the facilities, the name of the District, schools, staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization except upon approval of the District. Community, educational, charitable, and recreational and other similar civic groups may advertise events pertinent to students’ interests or involvement, except that these events may not be advertised through schools, if the event is for the purpose of making a profit.
There are two ways that materials can be submitted for approval by Non-Students:

1. **District-wide** – When an organization or individual requests for materials to be distributed in all schools or to a subset of schools (all high schools for example). In this case, the organization will submit the materials to AOSS for approval and distribution to all schools (example: the American Red Cross has safety information to be distributed to all students). Information will be sent to principals via the LeaderBoard, email or district mail with pre-approval and instructions for distribution or display.

2. **School Specific** – When an organization seeks permission to display or distribute materials in one or a few schools. (Example: a nearby church is providing free Thanksgiving baskets to a specific neighborhood) In this case, the organization would approach the principal(s) for permission to display/distribute the materials. The principal(s) will gather all pertinent information, including the Distribution of Materials Request Form and submit to AOSS for approval no less than **15 days** prior to the requested distribution date.

Contact Kevin Malone, Director of School Operations (416-4910) for questions regarding this policy.

Please use the attached form on the next page when making a request for materials to be distributed. Principals please submit this form to Kevin Malone at 416-1760 (fax) or email at malonefk@scsk12.org.
This form is to be used when requesting distribution of documents (flyers, pamphlets, brochures, papers, booklets, etc.). Authorization must be obtained from both the school principal, and/or department head and/or Assistant Superintendent prior to distribution of any documents to schools and/or any Central Office. Please complete this form.

Name of Requestor: _____________________________________________________________

Phone Number: ______________________________________________________________

What type of document is to be distributed? ______________________________________

How many schools to receive document(s)? ______

Purpose of Distribution: _______________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Event Place: _________________________________________________________________

Event Date: _________________ Event Time: _________________________________

Approved    □    Disapproved    □

Reason (if not approved): _____________________________________________________

____________________________________________________________________________

Office of Academic Operations and School Support Use Only

____________________________________________________________________________

Signature of Requestor    Title    Date

Signature of Assistant Superintendent    Date

Updated 10.31.19
The department of Family and Community Engagement (FACE) has been charged with the development of programs and strategies to support the meaningful district-wide engagement of families in our district. The core of our work is expanding the capacity of schools to partner with families in support of student achievement and school improvement. FACE provides services and programs that strengthen the home to school connection; while, supporting schools and building the capacity of our families to actively participate in their child's education as partners.

FACE provides services and programs that strengthen the home to school connection; while, supporting schools and building the capacity of our families to actively participate in their child's education as partners. Additionally, FACE will provide assistance by providing tiered support for schools, coordinating parent groups, developing professional development opportunities for families and staff. Family and Community Engagement is responsible for managing the school support organization application approval process. For more information, we can be contacted at:

Department of Family and Community Engagement
160. S. Hollywood
Memphis, TN 38112
Office: 901-416-7600

Sunya Payne  Director  paynese@scsk12.org
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Dr. Dwayne J. Scott  Manager  scottdj@scsk12.org
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Erica Hill  Volunteer Clerical Assistant  greenhille@scsk12.org
Judy C. Keys  Advisor  keysjc@scsk12.org
Ivonne N. Arguijo  Multicultural Community Outreach Specialist  arguijoi@scsk12.org
Ruby E. Richmond  District Receptionist  richmondred@scsk12.org
School Support Organizations (SSOs) are a valued resource and provide vital services and support to our schools. These organizations, as defined by law, include: booster clubs, foundations, Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Parent Teacher Student Associations (PTSAs), Parents (Partners) in Education (PIEs), or any other nongovernmental organizations or groups of persons whose primary purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities related to a school which collects or receives money, materials, property, or securities from students, parents, or members of the general public.

While the SSO works in conjunction with our schools, they are considered as separate entities from the school; and are required to follow certain guidelines as defined in the School Support Organization Financial Accountability Act (SSOFAA) and the Shelby County Schools Policy #7007.

As the District implements a new process for ensuring compliance with SSOFAA requirements, please note the following:

1. Organizations desiring to serve as a District SSO must:
   a. Contact the principal at the school where they want to serve.
   b. Complete annually the SCS School Support Organization Application/Registration process through the Division of Family Engagement and School Support at: https://sso.scsk12.org/. The following documents are required to be an approved district school support organization:
   d. Proof of current nonprofit or foundation status
   e. The goals and objectives of the organization
   f. Copy of minutes of meetings (for renewal application only)
   g. A statement of total revenues and disbursements from the previous school year (for renewal application only)
   h. Copy of current by-laws (upon request by the District)

2. A school representative may not act as a treasurer, bookkeeper, and/or signatory of checks for a SSO.

3. SSOs are prohibited from maintaining a bank account bearing the employer identification number (EIN) of a school or of other school-related governmental entities, and from using a school’s sales tax exemption. Any funds deposited into the bank shall be presumed to be a donation to the entity whose employer identification number is used and shall be treated as student activity funds.
4. School support organization are prohibited from using funds for a purpose other than purposes related to the goals and objectives of the school support organization that relate to supporting a school district, school, school club or school academic, arts, athletic, or social activity.

5. It is the principal’s responsibility to ensure the organization is a positive reflection of the school and if deemed necessary, he/she may recommend to the Superintendent or his/her designee that the approval of the organization to function within the District as a recognized SSO be suspended or revoked for justifiable cause.

6. Contact the Division of Family Engagement and School Support at (901) 416-7600 if you or representatives from your SSO have any questions.

SCS Policy # 7007

Please remember that The School Support Organization Financial Accountability Act (T.C.A. 49-2-601) requires each School Support Organization (SSO) to take action yearly. SCS Board Policy 7007 requires each SSO to complete an application yearly to be officially recognized by Shelby County Schools.

All SSOs should submit the following information to the school's administration annually:

2. Statement of Exemption from Nonprofit Charter Filing Fee
3. Documentation of organizational structure including at LEAST a list of officers with contact information, rules for meetings and membership
4. Membership List
5. Bylaws
6. Documentation of receipts and disbursements for previous year
7. An up-to-date balance
8. Failure to submit all required information and the SSO application will result in your respective Booster Club being forced to cease all activities.
School Support Organization

Contact Principal

Complete & Submit Required Documentation to Division of Family and Community Engagement

Funds Must Be Deposited into Separate SSO Account
SHELBY COUNTY SCHOOLS CLUB SPORTS

What are Club Sports? Club Sports, are team physical activities at the elementary and secondary school level that are not sanctioned by Shelby County Interscholastic Athletic Association (SCIAA). The sports could include, but are not limited to cheerleading, dance, majorettes, flag football, intramural basketball, etc.

How do I know if it is a Club Sport? All sports at the elementary level are club sports. At the secondary level, this could include rugby, or lacrosse, etc. At the secondary level you should inquire with your school's athletic director.

What are the requirements for a coach? The following are required to be a coach:
- If the coach is a volunteer, he/she must pass a background check and be approved as a volunteer by the Family and Community Engagement office.
- The coach must by CPR/AED certified and keep the certification current.
- Completion of NFHS Sudden Cardiac Arrest online training course (provide completion certificate).
- Provide a Signed Sudden Cardiac Arrest form.
- Completion of NFHS Concussion online training course (provide completion certificate).
- Provide a Signed Concussion Law form.
- Complete a Coaching Stipend Agreement (SCS employees).

What are the requirements for a student? The following are required of parents/students:
- He/she must be a Shelby County Schools student.
- The student must complete and provide a signed physical from a medical doctor.
- The student must provide a completed athletic health record/informed consent form.
- The parent must sign a parent/athlete sudden cardiac arrest form.
- The parent must sign a concussion law form.

Who is responsible for ensuring these requirements are completed? It is the responsibility of the principal to ensure all of the requirements for a coach have been met prior to assigning that individual as the coach. It is also the responsibility of the principal to ensure all requirements have been met for the student/athlete prior to that student/athletic being allowed to try out for the team.
Section 3
Business Operations and Academic Compliance
Facility Request Process

Introduction

Shelby County Schools has committed to making district facilities available to school and community organizations. In order to ensure all policies and expectations related to the use of facilities are followed, the Office of Facility Planning should be informed when facilities are used outside of the regular hours of operation. Fill out and email the Facility Request Form to Tiffany Bracy: bracyt@scsk12.org at least 30 days prior to a facility use. They will ensure security is notified, the heat or air conditioning remains on for the event, and any other arrangements that need to be made through their department.

Facility Request Process for District Applicants

- The applicant must submit a facility request or stadium request form to the Office of Facilities Planning and Property Management.
- If a stadium is requested, the Athletic Office must sign/approve the stadium request form.
- If a school/facility is requested, the Principal must sign the facility request form. The role of the Principal in the process is to determine if that specific date is available on the academic calendar. And if so, to indicate availability by signing the facility request form.
- Upon receipt of the facility and/or stadium request, the Office of Facilities Planning will assign fees as appropriate. The final step is the issuance of a permit by Facility Planning and Property Management.

Facility Request Process for Third Party/Community Applicants

- The applicant/organization must be deemed an IRS 501 C-3 organization (as appropriate).
- The applicant/organization must submit a facility and/or stadium request form, Waiver of Liability form and provide proof of liability insurance (with the required limit of $1,000,000, as appropriate) to the Office of Facilities Planning. The insurance certification must identify Shelby County Schools as the certificate holder.
- If a stadium is requested, the Athletic Office must sign/approve the stadium request form.
- If a school/facility is requested, the Principal must sign the facility request form. The role of the Principal in the process is to determine if that specific date is available on the academic calendar. And if so, to indicate availability by signing the facility request form.
- Upon receipt of the facility and/or stadium request, the Office of Facilities Planning will assign fees as appropriate. The final step is the issuance of a permit by Facility Planning and Property Management.

When an outside entity utilizes a facility, the fees listed below will apply. The same fees will apply to district applicants under certain circumstances. Fees will not generally apply when schools utilize their facilities for school functions, parent meetings, etc. but the facility request form should still be

Updated 10.31.19
completed and submitted to Tiffany Bracy.

**SCS Facility Fees**
- Building Usage Fee: $30/hour
- Utility Fee: $50/hour
- Plant Manager’s Fee: $27/hour Monday-Saturday and $40.50/hour on Sundays. The Plant Manager is paid one hour before the event to open the facility, the actual time of the event and one hour after the event has ended to secure the facility.
- Custodial services fees TBD
- Steve Cole with SCS Security Services will determine the security fee. His email address is: colesr@scsk12.org.

**Stadium Usage Fees**
- Field Usage Fee: Turf Fields $90/hour, Grass Fields $40/hour
- P/A System Fee: $125/game
- Concession Stand Fee: $100/game
- Lighting Fee: $250/game
- Custodial services fees TBD
- Steve Cole with SCS Security Services will determine the security fee. His email address is: colesr@scsk12.org.

**Contact Information**

Office of Facility Planning and Property Management  
Avery Administration Building  
160 South Hollywood Street, Room 114  
Memphis, TN 38112 Office: 901.416.4715
Grass Cutting for Special Events

Ground Operations staff members play an integral part in making school properties look great from the outside.

There are four Grounds Operations crews that are on a 14-day cutting rotation servicing 50+ schools. They are able to handle special requests for distinguished visitors and high visibility programs. The request must be submitted 3 days in advance to Grounds Operations via School Dude work order or an email to Mr. Delbert Means (meansdl@scsk12.org), the Grounds Operations Manager.
Construction, Alteration, Modification of School Grounds

According to SCS Policy #7004- School Grounds (Construction, Alteration, Modification), any plan, project, movement instituted to expand, modernize, renovate or render maintenance to school-controlled or owned properties must be approved by the Chief of Business Operations. No proposal regarding the aforementioned items can move forward until the principal has received written permission from the Chief of Business Operations.

Examples include, but are not limited to: painting, murals, wall-mounted structures, modular furniture and wall structures, or any changes of use.

The following process outlined below must be followed before any work can begin:

Protocol:

1) The group or school designee, must submit to the principal construction plans and a detailed funding plan.
2) The principal then submits the plans and the detailed funding plan to Michelle Stuart, Director of Facilities Planning.
3) The Facilities Management Office, under Executive Director Cerita Butler, will review the construction plan. The Facilities Planning Office will review the funding plan. Any required changes will be communicated to the principal.
4) Once all plans have been approved and all funding has been secured the Chief of Business Operations signs off and work can begin.
For Example:

The Booster Club presents to the coach a construction and funding plan for a football locker room renovation. The coach approves and submits to the principal.

The principal reviews and approves the plans.

Principal submits the plans to Michelle Stuart, Director of Facilities Planning.

Facilities Maintenance and Facilities Planning review the plans.

If changes are needed, the plans are returned to the principal. If no changes are needed, the plans are submitted to the Chief of Business Operations.

Once all plans are approved and funding is secured, the Chief of Business Operations will sign off and work can begin.
Academic Compliance
In-Town Field Trip Procedures

Principals are the approving authority for In-Town field trips (see SCS Board Policy 6004) and are responsible for ensuring that the field trip is approved in Professional Learning Zone (PLZ) and follows district policies. School sponsored field trips that occur inside Shelby County and are not overnight, are considered to be In-Town. All overnight field trips will be treated as Out-of-Town.

At least 15 days prior to the departure date, the field trip sponsor must complete the Field Trip Request using this link: https://shelby.truenorthlogic.com/U/P/Tab/Home and submit to the principal for approval.

When approving the field trip, the principal ensures all of the following will be completed and on file at the school prior to the trip:

Plan of Supervision, Detailed Itinerary, Chaperone Roster, and Student Roster with emergency contact information;

1. The mode of transportation is acceptable within Board Policy:
   a. If taking a bus or van, the company must be on the approved transportation list published by Risk Management (416-5515) on their webpage (also found on the Field Trip Request Form);
   b. If using private vehicles, all drivers have the appropriate level of Volunteer clearance from the Department of Family and Community Engagement (FACE), (416-7600), proof of up to date liability insurance and driver’s license, and a letter from parents granting permission for their child to ride in a private vehicle;
   c. If walking, please receive route approval from Risk Management.
2. Parental permission slip on file at the school for each student;
3. Medical Information form on file at the school for students with medical conditions.
4. If funded federally (Title 1, etc.), the request will be routed to Federal Programs for approval.
5. If funded by Pre-K, the request will be routed to the Pre-K Department for approval.
6. If funded by CTE, the request will be routed to CTE for approval.
7. If funded by ELOP, the request will be routed to ELOP for approval.

Behavior Disclaimer:
All students must be accompanied by an adult chaperone at all times. If a student violates Shelby County Schools’ code of conduct at any point during the trip, the chaperone must notify the lead teacher/administrator. The lead teacher/administrator will notify the principal for further instructions. The principal will follow protocol outlined in the Academic Operations and School Support Procedure Manual for behavior incidents. Under no circumstances can a student be sent home unsupervised or left unaccompanied for any reason.

Note: Academic Operations and School Support Compliance reserves the right to modify/cancel any in-town field trip.
Out-of-Town Field Trip Procedures

Academic Operations and School Support Compliance is the approving authority for all Out-of-Town and overnight field trips. School sponsored field trips that occur outside of Shelby County but inside the 48 Contiguous United States and/or those that are over-night, are considered to be Out-of-Town.

When planning an Out-of-Town field trip, the field trip sponsor should enter all required information using this link: [https://shelby.truenorthlogic.com/U/P/Tab/Home](https://shelby.truenorthlogic.com/U/P/Tab/Home) and submit to the principal for approval no less than 30 days before the date of the trip. Principals will review the required information, approve the trip, and submit to Academic Operations and School Support Compliance no less than 30 days before the field trip.

Please follow the process below:

1. Submit the Field Trip Request form, Plan of Supervision (including rooming plan for over-night trips), Detailed Itinerary, Chaperone Roster, and Student Roster with emergency contact information through the above link;
2. Ensure the mode of transportation is acceptable within Board Policy:
   a. If taking a bus or van, the company must be on the approved transportation list published by Risk Management (416-5515) on their webpage (also found on the Field Trip Request Form);
   b. If using private vehicles, all drivers have the appropriate level of Volunteer clearance from the Department of Family and Community Engagement (FACE), (416-7600), proof of up to date liability insurance and driver’s license, and a letter from parents granting permission for their child to ride in a private vehicle;
   c. If walking, please receive route approval from Risk Management. Do not approve walking field trips without approval from Risk Management;
3. Ensure there is a signed parental permission slip on file at the school for each student;
4. Ensure there is a Medical Information form on file at the school for students with medical conditions.

Behavior Disclaimer: All students must be accompanied by an adult chaperone at all times. If a student violates Shelby County Schools’ Code of Conduct at any point during the trip, the chaperone must notify the principal. The principal will notify the office of Academic Operations and School Support Compliance (Main Office: 416-1750) during regular business hours, Kevin Malone(219-2925), Reggie Jackson (606-2738) or Shawn Page (299-1951) outside regular business hours. Under no circumstances can a student be sent home unsupervised or left unaccompanied for any reason.

Note: Academic Operations and School Support Compliance reserves the right to modify /cancel any out-of-town field trip.
International Field Trip Procedures

The Superintendent is the approving authority for all International Field Trips. School sponsored field trips that occur outside of the 48 Contiguous United States are considered to be International Field Trips.

When planning an International field trip, the field trip sponsor should enter all required information using this link: [http://www.scsk12.org/hr/zoho/Field_Trip/Field_Trip_Request.html](http://www.scsk12.org/hr/zoho/Field_Trip/Field_Trip_Request.html) and submit to the principal for approval no less than seven (7) months before the date of the trip. Principals will review the required information, approve and submit it to Academic Operations and School Support no less than six (6) months before the field trip occurs.

Academic Operations and School Support will review the required information, approve and forward a copy of the approved request with supporting documentation to the Superintendent for review and approval no less than five (5) months prior to departure. The Superintendent or designee shall notify the Board of approved international field trips no less than three (3) months prior to the departure date.

An updated and finalized list of students participating in the field trips, the names of their parents/guardians and phone numbers, and chaperones must be submitted by the principal to Academic Operations and School Support five (5) days prior to departure date.

Please follow the process below:

1. Submit the Field Trip Request form, International Field Trip Roster, Plan of Supervision (including rooming plan for over-night trips), Detailed Itinerary, Chaperone Roster, and Student Roster with emergency contact information using the above link;
2. Ensure the mode of transportation is acceptable within Board Policy:
   a. If taking a bus or van, the company must be on the approved transportation list published by Risk Management (416-5515) on their webpage (also found on the Field Trip Request Form);
   b. If using private vehicles, all drivers have the appropriate level of Volunteer clearance from the Department of Family and Community Engagement (FACE), (416-7600), proof of up to date liability insurance and driver’s license, and a letter from parents granting permission for their child to ride in a private vehicle;
3. Ensure there is a parental permission slip on file at the school for each student;
4. Ensure there is a Medical Information form on file at the school for students with medical conditions. Verify if vaccination or passports are required.
5. Ensure that each student, chaperone, and district staff person has or will obtain an US Passport prior to the departure date of the trip, if applicable.
6. Travel Agency must be on the Risk Management board approved agency list.
Behavior Disclaimer:
All students must be accompanied by an adult chaperone at all times. If a student violates Shelby County Schools’ Code of Conduct at any point during the trip, the chaperone must notify the principal. The principal will notify the office of Academic Operations and School Support (Main Office: 416-1750) during regular business hours; Kevin Malone (219-2925), Reggie Jackson (606-2738) or Shawn Page (299-1951) outside regular business hours. Under no circumstances can a student be sent home unsupervised or left unaccompanied for any reason.

Note: Academic Operations and Support reserves the right to modify/cancel any International field trip.
Field Trip Approval Process Chart

- **In-Town (15 Days)**
  - Principal

- **Out-of-Town (30 Days)**
  - Principal
  - Academic Operations and School Support

- **International (7 months)**
  - Principal
  - Academic Operations and School Support
  - Assistant Superintendent
  - Board of Education
  - Fiscal Services

**Updated 10.31.19**
Travel Authorization Procedures

Academic Operations and School Support is the approving authority for Travel Authorization for:

School-Based Staff: Teachers, Counselors, Assistant Principals, Principals, etc. The Travel Authorization form must be completed in its entirety and submitted to the Academic Operations and School Support according to the procedures below to ensure timely processing.

For most travel, a school-based staff member must complete the Travel Justification Form and the Travel Authorization Form, attach supporting documentation, and submit to the principal for approval. The principal must submit the Travel Authorization Form to Academic Operations and School Support at least 45 days prior to travel. However, if travel is funded by Title 1 or if there is a registration fee – the travel authorization form must be submitted to the Academic Operations and Support no less than 75 days prior to travel.

Once the principal has approved the travel request, he/she will submit all completed forms and documentation to:

Academic Operations and School Support  
Attn: Marc Edinbugh  
2687 Avery Avenue.  
Board Mail: Location Code 8160  
aocm@scsk12.org  
416-1750

By approving the Travel Authorization, the principal ensures all of the following have been completed:

1. The traveler completes the Travel Justification Form with ALL Travel AND the Travel Authorization Form and provides acceptable documentation such as agendas, emails, handouts, and/or itineraries
2. The correct funding code is on the Travel Authorization form;
3. Traveler will complete the reimburse traveler section on the Travel Authorization form within 5 to 7 business days after returning from the trip, attach receipts for expenses, and submit to principal for approval
4. Traveler will submit Travel Authorization Form to Fiscal Services if paid for by Fund I or to Federal Programs if paid for by Title I

Note: Academic Operations and School Support reserves the right to modify or cancel any travel authorizations for any cause.
Travel Authorization Process Chart

School-Based Staff: Teachers, Counselors, Assistant Principals, Principals, iZone, Empowerment Zone & etc..

Principal

Federal Programs

Academic Operations and School Support
Travel Regulations

Travel costs include out of town expenses for transportation, lodging, meals and incidentals.

Any supporting documentation and receipts must be attached to the Travel Expense Report form and filed in the Office of Finance within 5-7 business days after returning from the trip by completing the Expense Report under the Travel Authorization tab in APECS. If the trip is cancelled, Finance should be notified immediately. **Trip IDs’ must be obtained prior to travel departure.**

**Transportation**

1. Travel arrangements should be made through the Board’s authorized travel agency (Safe Harbor: 767-2080).
2. All parking and transportation receipts must be submitted with the Travel Expense Report form.
3. Mileage should not exceed the cost of tourist class airfare and will be reimbursed at the district’s current rate.

**Food**

1. Travelers are not required to submit receipts for meals, but meals should be itemized. They are not reimbursable if included in conference registration fees and cannot be claimed on the travel expense form. Meals will be reimbursed for actual costs incurred or the following schedule, whichever is less: Hotels with Cook to Order Breakfast cannot be claimed.
   a. Breakfast- $12.00
   b. Lunch- $12.00
   c. Dinner- $27.00

**Lodging**

Receipts are required for lodging. Laundry is not reimbursable. Each person should obtain a copy of the bill when a room is shared. The district recommends that the traveler use an approved hotel vendor.
**Miscellaneous**

Telephone charges, registration fees, and other business expenses should be itemized separately. A maximum of $4.00 is allowed for baggage gratuities.

**Travel Advances**

Travel advances will not be provided to employees with the exception of SCS Board Members. All other travelers will be reimbursed upon their return.

Employees must adhere to all district policies while traveling, including Policy #1008 (Drug Free Environment).
Mileage Approval Process

Academic Operations and School Support is the approving authority for mileage for school-based staff.

Monthly mileage reports are completed in SCS Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate (see SCS Employee Portal for current rate).

DO NOT accumulate and submit mileage for several months at one time. Only mileage incurred during the month’s reporting period will be reimbursed.

To complete and submit your mileage report:

1) Access Shelby County Schools Website  
2) Click Employee Portal  
3) Log In: User ID and PIN is your active directory log in  
4) Click Reimbursements  
5) Click Mileage  
6) Click “Enter New Claim”  
7) Complete Date and Field  
8) Select From and To Locations  
9) Select Round trip (yes or no)  
10) Use the Comment box to list the Purpose of the travel

Please submit one request per month. Remember to add additional to and from locations as needed on the same request. Do not submit multiple forms in the same month.

If you are not finish logging ALL travel, click the “Save, I’m not finished” button.
If you have finished your entries FOR THE MONTH, click the “Submit” button.

For additional information, please review the 2016-2017 Mileage Reimbursement Instructions on the Finance Department webpage under the Forms icon.

Questions can be forwarded to Academic Operations and School Support at aocm@scsk12.org.

Note: Academic Operations and School Support reserves the right to deny/cancel mileage requests for any cause.
Mileage Approval Process Chart

1. Log into the SCS Employee Portal
2. Enter a New Claim under Reimbursements/Mileage
3. Submit to Academic Operations and School Support for approval
Donations/Grants Approval Process

Goods and services given to a school by a donor/grantee shall be considered a donation, gift, grant, or sponsorship except when the school is required to meet conditional provisions or provide specific returns. Any donation, gift, grant, or sponsorship must be received in the best interest of the school system.

By acceptance of the donation, gift, grant, or sponsorship, the Board of Education makes no commitment to assume financial responsibility for continuation, if the donation, gift, grant, or sponsorship becomes exhausted.

Donations/grants from $1 to $499.99 may be accepted upon approval by the principal.

Donations/grants between $500 and $14,999.99 may be accepted upon approval of Academic Operations and School Support Compliance. Please log into Professional Learning Zone (PLZ); click on the Field Trip tab and select Donation form. You will be required to complete the form in its entirety and attached a copy of the usage letter from the donor and/or a copy of the check showing the donation amount.

Donations/grants of $15,000.00 and higher may be accepted upon approval from the Board of Education.

Any approved donations/grants must meet all of the following qualifications:

1) Have a purpose consistent with the beliefs/philosophy of the school system
2) Have no undesirable or hidden costs to the school system
3) Place no undesirable restrictions on the Board
4) Be appropriate or beneficial to the best education of students
5) Does not endorse any business or product or belief
6) Align with all Board policies or state laws

All donation/grant notifications are to be submitted through the Professional Learning Zone (PLZ). Click on the Field Trip tab and select Donation form. You will be required to complete the form in its entirety and attached a copy of the usage letter from the donor and/or a copy of the check showing the donation amount. The request will automatically be submitted to Shawn Page, Assistant Superintendent of Academic Operations and School Support for approval.
The Assistant Superintendent of Academic Operations or designee must approve all donations/grants. All donations/grants of $15,000.00 or more will be accepted upon approval of the Board of Education.

Upon approval of the Assistant Superintendent (designee), it shall be permissible for businesses to sponsor departmental and district-wide, non-instructional functions that may include employee picnics, assemblies, and professional development.

**Note:** Academic Operations and School Support Compliance reserves the right to deny any donation/grant for any cause.
Donation/Grant Approval Process Chart

- **$1.00-$499.99**: Principal
- **$500.00-$14,999.99**: Principal
- **$15,000.00 and up**: Principal
  - Academic Operations and School Support
  - Shelby County Board of Education
Section 4:

S.E.E.D.

(Student Equity, Enrollment, & Discipline)
S.E.E.D.

The mission of S.E.E.D (Student Equity Enrollment & Discipline) (formerly the Office of Attendance & Discipline) is to ensure district-wide compliance with the Office of Civil Rights (OCR). This task is ultimately accomplished by: providing guidance to all administrative staff during unusually complex or volatile situations; communicating and clarifying state, local and federal educational laws to all stakeholders; regulating standardized processes for discipline, enrollment, transfers, homebound education, 504 compliances, mandated trainings and by ensuring the accuracy of state reported discipline and attendance data. Per SCS Board Policy 6022, the office responsible for attendance and discipline ensures that the Student Code of Conduct is implemented. S.E.E.D. strives to empower principals, support parents and enrich students everyday, while ensuring that federal funding continues as a result of OCR compliance.

School administrators, parents, and students, should call S.E.E.D. at 416-6007 to be routed directly to the appropriate Official who supervises their particular area of concern. This document will provide a list of the varied OCR areas that S.E.E.D. Officials supervise. Due to the varied nature and enormous variety of scenarios involved in the responsibilities above, it is only reasonable to expect and encourage administrators to contact Officials directly for consultation. A comprehensive list that details each of the Officials’ duties and contacts is provided in this section. This will ensure a high level of customer service and policy based guidance.
### Process for S.E.E.D. (Student Equity Enrollment & Discipline)

**Consultants and Leadership Team**

*Note:* All Officials provide district-wide support and direction concerning general discipline and enrollment procedures and practices. All Officials work to rectify OCR non-compliance issues and supervise various areas per the S.E.E.D. Director’s request(s).

Dr. Angela Hargrave, Ed.D., Director  
Office of S.E.E.D (Student Equity, Enrollment and Discipline)  
2800 Grays Creek, Arlington, TN 38002  
Main Office: (901) 416-6007

| *School Administration*  
| *Parents*  
| *Students*  
| *School personnel*  
| *Central office personnel*  
| *Public Stakeholders*  | **Stage 1** - Identify the concern in the column below and the corresponding Official that supervises the area  
|  | **Stage 2** - Contact the appropriate Official via phone  
|  | **Stage 3** - Contact the appropriate Official via email  
|  | **Stage 4** - Officials will provide guidance by phone or meet in person if necessary to reach resolution  

**Note:** Due to the varied and complex nature of the situations identified on this list, direct contact must be made with Officials for consultation when schools are working to rectify or implement action concerning these areas.
<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen</td>
<td>Amber</td>
<td>504 Clerical Assistant</td>
<td>69830</td>
<td><a href="mailto:allena2@scsk12.org">allena2@scsk12.org</a></td>
</tr>
<tr>
<td>Anderson</td>
<td>Carole</td>
<td>Attendance &amp; Discipline Analyst</td>
<td>67398</td>
<td><a href="mailto:andersonc3@scsk12.org">andersonc3@scsk12.org</a></td>
</tr>
<tr>
<td>Anderson</td>
<td>Lisa</td>
<td>504 Health Advisor</td>
<td>66119</td>
<td><a href="mailto:andersonla@scsk12.org">andersonla@scsk12.org</a></td>
</tr>
<tr>
<td>Ayala</td>
<td>Eliana</td>
<td>504 Compliance Associate</td>
<td>68624</td>
<td><a href="mailto:simpsonea@scsk12.org">simpsonea@scsk12.org</a></td>
</tr>
<tr>
<td>Baker</td>
<td>Kimberly</td>
<td>District Official</td>
<td>67394</td>
<td><a href="mailto:bakerkd@scsk12.org">bakerkd@scsk12.org</a></td>
</tr>
<tr>
<td>Ball</td>
<td>Karen</td>
<td>District Official</td>
<td>67393</td>
<td><a href="mailto:ballkf@scsk12.org">ballkf@scsk12.org</a></td>
</tr>
<tr>
<td>Bayes</td>
<td>Clarence</td>
<td>Homeless Specialist</td>
<td>60457</td>
<td><a href="mailto:bayesc@scsk12.org">bayesc@scsk12.org</a></td>
</tr>
<tr>
<td>Bedell</td>
<td>Leisa</td>
<td>Attendance &amp; Discipline Analyst</td>
<td>60420</td>
<td><a href="mailto:bedelll@scsk12.org">bedelll@scsk12.org</a></td>
</tr>
<tr>
<td>Blanchard</td>
<td>Linda</td>
<td>504 Compliance Assistant</td>
<td>66007</td>
<td><a href="mailto:blanchardlk@scsk12.org">blanchardlk@scsk12.org</a></td>
</tr>
<tr>
<td>Blocker</td>
<td>JB</td>
<td>Manager-Equity &amp; Discipline</td>
<td>67383</td>
<td><a href="mailto:blockerj@scsk12.org">blockerj@scsk12.org</a></td>
</tr>
<tr>
<td>Boyd</td>
<td>Willie</td>
<td>Homeless Specialist</td>
<td>62952</td>
<td><a href="mailto:boydw@scsk12.org">boydw@scsk12.org</a></td>
</tr>
<tr>
<td>Broadnax</td>
<td>Tara</td>
<td>Facilitator/ACEs</td>
<td>67117</td>
<td><a href="mailto:broadnaxtc@scsk12.org">broadnaxtc@scsk12.org</a></td>
</tr>
<tr>
<td>Cole</td>
<td>Verneda</td>
<td>Homeless Specialist</td>
<td>69844</td>
<td><a href="mailto:coleyp@scsk12.org">coleyp@scsk12.org</a></td>
</tr>
<tr>
<td>Danish</td>
<td>Larkisha</td>
<td>504 Compliance Associate</td>
<td>67279</td>
<td><a href="mailto:danishls@scsk12.org">danishls@scsk12.org</a></td>
</tr>
<tr>
<td>Darby</td>
<td>Hope</td>
<td>504 Compliance Assistant</td>
<td>66007</td>
<td><a href="mailto:darbyh@scsk12.org">darbyh@scsk12.org</a></td>
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Process for Short-Term Suspension

In compliance with SCS policy and procedures, parents are allowed to appeal suspensions and consequences that are **10 days or fewer** to the school’s building principal. Principals will make arrangements to allow parent to conference with them. **Upon receiving a verbal request to appeal, principals will need to do the following:**

**Parent Conference**

- Provide an opportunity for the parent to express his/her concern. Conferences can be in person, email, or via phone.

**Review of Incident**

- If necessary, review the specifics (admin. notes, witness notes, student statement, etc.) to ensure that appropriate due process was provided. **Note:** If due process was not provided (opportunity for the student to provide a statement of innocence or guilt while being questioned) then the principal must provide due process to the student by giving them an opportunity to tell their side of the story.

- Review the SCS discipline policies/categories to ensure that the consequence given coincides with those listed as penalties within that particular category. **Note:** Suspensions can only be provided by school administration (Assistant principals, vice principals and principals). This does not include counselors, teachers, discipline support roles etc.

**Document Conference**

- Input notes from the conference into the PowerSchool database system as a record of its occurrence. These notes may be added to the notes section of the particular discipline entry

**Development of a Behavior Intervention Plan (BIP)**

- If the suspension is five (5) days (consecutive or at one time), the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the director of schools upon request. **Note:** The SCS Out-Of-School
Process for Long-Term Suspension

Readmission form includes a behavior intervention template and should be completed upon check-in from suspension.
Discipline consequences should be progressive. OSS should be utilized as a last resort, unless otherwise dictated by policy. The District Officials of S.E.E.D. still retain the authority to investigate any matters related to student discipline, despite the consequence type.

1. Incident

Determine the category of the incident by referring to Policy (Categories A, B, C, D, & E)
Determine if the incident should involve law enforcement or relevant others (possible criminal offenses i.e., weapons, drugs, brutality, sexual offenses etc.)

2. Due Process Investigation

Collection of evidence: Question the accused; Question the accuser; Question necessary witnesses; Obtain statements from all involved (with dated signatures); determine violation (manifestation meeting for special ed); write detailed narrative (to be included on discipline referral) any additional proofs to substantiate suspension

3. Determine length

By referencing Policy 6022 (refer to Categories and Penalties). Consider student’s intent, past behavior, Behavior Intervention Plan, the level of disruption and IEP. Note: Students who receive Special Ed. services or 504 for a disability or suspected disability require a manifestation meeting if the suspension is intended to exceed the 10 Free Appropriate Public Education days.

4. Notice of suspension

Input discipline referral into PowerSchool SMS database immediately (code as OSS not Expulsion)
Inform student of consequence at the investigation’s end
Provide student with a print out of the discipline referral form
Notify parent (in person/ via phone) of consequence and of their right to appeal
Mail the official letter of suspension to the home (generated by Powerschool SMS)

Note: Inform parents that consequences 10 days or less are appealed to the Building Principal. Suspensions greater than 10 days are appealed to the S.E.E.D. Department.
5. Notification of appeal rights

Inform parent of the right to submit written appeal (suspensions 11 days and greater)

Inform parent of their right to immediately continue to the alternative school and explain that it is not required that they appeal in order to proceed to the alternative school setting. Notify Student Services by email of the expulsion

If parent requests an appeal, provide parent with S.E.E.D. Contacts: Phone: 416-0444 & Fax: 416-6007

6. Alternative school referral

Administration completes the alternative school referral form at the school and electronically submits it to the alternative school. Parent signatures are mandatory. Administrators should fax this form to the alternative school after obtaining signatures

   Note: Explain that the completion of this form does not constitute a plea of guilt, only a seat saver, should continue schooling be desired. Parents do not have to appeal the suspension to continue on to the alternative school setting.

7. DHA

Maintain organized statements and documents that support the suspension and present them during the DHA. Include justifications that interpret and support the administration’s level of concern. Note: Discipline hearings are not required if the parent does not desire an appeal.

8. Readmission process.

Be available to meet with the student and parent to discuss expectations, goals, and mandatory requirements before the student returns. Develop a Behavior Intervention Plan and review the student’s progress (possibly with the alternative school representative), student and parent.
| Principals | Stage 1 - Parent(s) may request a hearing for suspensions that are 11 days or more by contacting Jeannie Parks, Discipline Analysts at 901-416-6709. Parents who are not in disagreement with the suspension may proceed directly to the alternative school and are not required to have the Discipline Hearing Appeal. |
| Parents | |
| Guardians | |
| DCS Guardians | |
| Unaccompanied Youth | |
| Authorized Attorneys | |

**NOTE:**

All Officials within the Office of S.E.E.D. serve district-wide and all serve as Discipline Hearing Authorities, per state law requirements. To ensure the maximum convenience for parents, Officials will conduct the legal due process proceedings at the student's school unless otherwise determined by the Director of S.E.E.D. Hearings will be videotaped (Students and administrators must be present).

| Stage 2 - Standardized hearing times are provided as an option to parents, administrators and Officials (i.e., 8:30 am, 10:00 am, 10:30 am, and 12:30 pm). Standardized times ensure continuity and consistency required to schedule the various hearing requests. |

| Stage 3 - Official and Admin need to either accept the hearing request or deny as soon as possible. If denied a new hearing request will be scheduled unless the 10 legally mandated days have passed. It is imperative that all administrators respond to hearing requests. |

| Stage 4 - The parent is informed of the hearing date and time in writing from the Office of S.E.E.D. If the administrator doesn't respond within 8 hours, the parent will be notified of the date and time. Hearings must be scheduled within 10 days of the suspension. |

| Stage 5 - The hearing will take place on the date and time it is scheduled unless the parent cancels, or emergencies deemed acceptable by the Office of S.E.E.D. occur. Administrators are required to contact Jeannie Parks as soon as possible if they choose to modify or cancel the hearing. |
According to the Student Wellness Policy 3007, “Schools may choose to have specially exempted school-sponsored fundraisers in which foods and beverages that do not meet the nutrition standards for Smart Snacks may be sold. In accordance with State minimum rules and regulations, specially exempted fundraisers shall (1) take place no more than twenty (20) days per semester per school site; and (2) not compete with school meals served in the food service area during the meal service. The principal of the school shall ensure that the twenty (20) day limit per semester is not exceeded” Complete the Fundraiser Survey by November 8, 2019 https://www.surveymonkey.com/r/SCSFundraisingSurvey.
As a common method of communication, social media may be used to share positive information about the district and its schools. However, social media also may be used as an avenue for individuals to make threats against schools, school staff members, or specific students. When schools learn about threats through social media or other electronic means appropriate action should be taken to ensure the safety of students and staff. The following information is intended to provide schools with guidance to use when addressing threats that are made through social media or other electronic means.

What is Social Media?

Social media is a collection of Internet-based websites that promote the personal and business-focused interaction of individuals around the world. The idea is to share various types of information (messages, documents, videos) collectively known as content, on a variety of topics. Its underlying purpose is to share new ideas, opinions, and thoughts to as many people as possible. There are a number of social media websites out there. Some of the more prominent categories of social media include:
Challenges of Social Media in School

- Privacy and legality of monitoring students’ online activity
- Students can use social media to pose or make an actual or hoax threat

Cyber Tips for Kids

- Keep your personal information private; avoid sharing your name, address, telephone number, birthday, passwords, and the name of your school when using the Internet.
- Think twice before you post or say anything online; once it is in cyberspace, it’s out there forever.
- Treat others like you want to be treated.
- Speak up. If you see something inappropriate, let the website know and tell an adult you trust. Don’t stand for bullying—online or off.

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<tr>
<th>School Threats via Social Media and Other Electronic Means</th>
<th>Response Protocol</th>
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**Note:** If you need guidance on whether an initial school investigation is necessary to determine if a social media issue is a threat please call The Safety Threat Assessment Team at 416-8168 and S.E.E.D., Dr. Alvin Harris at 416-7391(Cyber Bullying).

**Whom to Call:**

1. Preserve evidence
2. Report to security
   - Report to your onsite School Resource Officer (if available), if not call one of the following:
   - Security Main Office (416-5773)
   - Carolyn Jackson (553-8559)
   - Steve Cole (239-7090)
   - Gerald Stubbs (487-2838)
   - Terrance Riley (268-3370)
   - Maurice Savage (after hours) (497-8807)
3. Contact Academic Operations and School
Support (contact one of the following)

- Academic Operations Main Office (416-1632) or (416-1750) PWC
- Kevin Malone (219-2925)
- Reggie Jackson (606-2738)
- Shawn Page (299-1951)

4. Contact Communications, call or text Shawn Pachucki at 351-5560 or 416-3465-Communications’ Main Line @ 416-5628 or the new media/crisis “hotline” -- 901-690-5742

5. Contact the Student Equity, Enrollment, and Discipline to determine appropriate disciplinary measures

   - Main Office (416-6007 or 416-6075)
   - Dr. Angela Hargrave (483-0065)

6. Contact Risk Management: (if there were injuries or property damage)

   - Risk Management Main Office (416-1997)
   - Anthony Krone (493-2010)

7. Contact Safety/Threat Assessment Team: (in case of weapons or a viable threat)

   - Referral Line- (901) (416-8168)
   - Dr. Jennifer Geter, Supervisor (416-7113 or 308-8162)

AOSS Manual Cross References:
Additionally, refer to the specific sections of the AOSS Manual for detailed procedures for the following situations:
• Mandatory Reporting Procedures for Criminal Offenses (Page 18)
• Bomb Threats (Page 21)
• Lockdowns (Page 24)
• Suicidal Threats (Page 28)
• Harassment, Intimidation, Bullying or Cyber-Bullying Process and Procedures (Page 32)
Addendum
Contest/Game Cancellation, Reschedule, and/or Relocation

Procedures for Critical Issues Prior to Scheduled Contests/Games

(Decisions regarding non-critical issues are addressed by Student Support Office of Athletics. Please contact Student Support Office of Athletics if assistance is needed in determining whether an issue is critical or non-critical.)

Critical issues are health, safety, hazardous weather, academic eligibility, or other extreme circumstances/calamities that may cause irregularity of normal operating procedures.

In making a decision to cancel, reschedule, and/or relocate a contest/game due to a critical issue, the following procedure should be followed:

• The Principal will report the potential critical issue to the Athletics Office as soon as possible (416-7470 - Athletic Director, India Weaver 416-9942)

• The Athletics Office will present the issue to the Office of Student Support (416-5043)

• A consulting committee will be formed including but not limited to:
  o Affected School Principals (Principal sends narrative to identified SCS departments, if appropriate.)
  o School Operations - Academic Operations Main Office (416-1632) or (416-1750) PWC/Kevin Malone (219-2925)/Reggie Jackson (606-2738)/Shawn Page (299-1951) School Operations contacts Superintendent or designee to inform of the situation
  o Safety & Security - Security Main Office (416-5773)/Carolyn Jackson (553-8559)
  o Transportation - Terry Ellis, Safety Specialist, (530-8727) Stephen Wherry, Director-(412-6529)
  o Facilities, Construction & Maintenance - Office (416-6274)
  o Risk Management - Main Office (416-1997)/Anthony Krone (493-2010)
  o Communications - Shawn Pachucki call or text at (351-5560 or 416-3465)-Communications’ Main Line (416-5628 or the new media/crisis “hotline”- 690-5742)

• Concern is verified as credible or non-credible (As an added precaution, extra security may be assigned for non-credible issues.)

Updated 10.31.19
• School Operations will report the consulting committee’s findings to Academic Operation & School Support, the Superintendent and/or his Designee for final review
• Superintendent (and/or designee) approves decision
• School Operations will inform the committee what appropriate adaptive response to the critical issue is authorized by the Superintendent
• Notice of the decision shall be communicated to the involved schools by the Office of Student Support/Athletics as early as possible
• SCS Communication will notify the public via the appropriate electronic and media outlets
• Communications will develop a Superintendent's briefing to share with the Board and a script for the principal to share as needed

Note: Weekend and non-local event cancellations related to weather will be determined on a case-by-case basis.
Appendix

District Parent Liaisons School Assignments

Tennessee Health Certificate of Immunization

Bullying Protocol Forms

Policy # 1007

Naming of District Real Estate

Policy #1008

Drug Free

Policy # 3002

Emergency Closings

Policy # 6004

Field Trips

Policy # 6014

Attendance & Excuses

Policy # 6022

Student Conduct

Policy #6027

Searches and Interrogations

Policy #6043

Updated 10.31.19
HealthCare Management

**Policy # 6046**

Harassment, Intimidation, Bullying or Cyberbullying

**Policy # 6058**

Child Custody/Parental Access

**Policy 6069**

Recognition of Religious Beliefs, Customers, and Holidays

**Policy #7004**

School Grounds: Construction, Alteration, and Modification

**Policy # 7005**

Mandatory Reporting Procedures of Criminal Offense

**Policy # 7007**

School Support Organizations

**Policy # 7011**

Visitors to Schools and District Locations

**Policy #7012**

Display and Distribution of Non-District School Materials