

# Fair Grove Elementary Staff Handbook

2018-2019

## **The Mission of Davidson County Schools:**

To create a rigorous and relevant learning environment built on strong personal relationships that empowers ALL students for future success.

## **The Vision of Davidson County Schools:**

To prepare students to enter the world ready to construct successes and endure challenges

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**Vision:** At Fair Grove School, we're building the future one student at a time.

**Mission:** Fair Grove Elementary School is a safe environment where each student is valued. We engage minds and motivate learners to meet high expectations. With school and parental support, students take ownership of their education for a productive future.

**MOTTO:** Be Respectful; Be Responsible; Be Your Best. We are Fair Grove!

## **WORKING HOURS**

The workday for Fair Grove Elementary Staff is as follows:

- Teacher Assistants: 7:30-3:00
- Teachers and Certified Staff: 7:45-3:15 unless teachers have car duty in which their hours would change to 7:30-3:00

As we know, the workday may be much longer. We only wish the job of teaching was as simple as this schedule implies.

Fair Grove Elementary School Advisory Council  
2018-2019

**Monica Persiani (2018-2021) Term 2**

**Thomas Vinson (2016-2019) Term 1**

**Jennifer Spivey-Bullins (2017-2020) Term 1**

**Stephanie Williams (2018-2021) Term 1**

**Sherri Palmer (2018-2021) Term 1**

## **Attendance**

### **ABSENTEE NOTES**

A student should bring a written excuse from a parent or guardian each time he/she is absent. A doctor or medical note may be accepted in lieu of a parent's note. The homeroom teacher will collect the note and turn it into the office. The student will be given three (3) school days following an absence to bring in a note. If the student does not bring a written note within the three days, the day(s) absent will be coded unexcused. Teachers should make sure the student's full name and the homeroom teacher's name are on the absence note. This process is extremely important if we are to be supported by the court system when we take students to court for non-attendance. We must accurately mark the fact that a student is absent and promptly turn in any absence excuses. Failure to do this has often prevented schools from pursuing attendance problems through legal channels. The School Messenger system will notify parents each time their child is absent

from school and if they owe lunch charges.

### **CHECKING ROLL AND REPORTING ABSENCES**

Teachers should check rolls and complete attendance online each morning by 8:30 am. Data placed in PowerSchools becomes a legal document and its accuracy is vital not only to verify each student's attendance but also to determine our ADM (Average Daily Membership), which is used in funding.

## **Communication**

Clear, consistent, effective two-way communication is vital to our relationship with students, families, and community. All communication however, is not created equal.

When there is a need for individual communication with a parent or family, please consider the message you need to convey and the most effective means of delivering it. Though email and Class Dojo are efficient means of communication, when the message to be conveyed may be negative, it is often conveyed more effectively via a phone call or conference. These methods allow for a more nuanced conversation.

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### **Announcements**

Announcements will be made at 8:00 A.M. and at 2:35 P.M. The school day begins promptly at 8:00. Announcements to be made in the morning should be written and turned into the office by 7:50 A.M. Afternoon announcements should be turned in by 2:00 P.M. Teachers are responsible for making sure that students are in the room and attentive to announcements at these times.

### **Good News Phone Calls**

In the first quarter, please conduct a good news phone call to a parent of each child in your classroom. These phone calls are a tremendous asset if and when you are forced to communicate something negative to a parent. This

### **Staff Google Calendar**

All staff members should be subscribed to the Fair Grove Google Calendar. All events involving Fair Grove staff and students will be placed on this calendar. If you would like an event placed on the calendar, please notify Ashley, Heather, or Courtney by email.

### **Tiger Tribute**

The Tiger Tribute will be emailed each week on the Sunday prior to the start of the week. It will include all known dates for the following two weeks as well as additional pertinent information and links. Please read this communication carefully each week and do not hesitate to ask for clarification on it's contents.

### **Monthly School Newsletter**

A newsletter will be emailed to all students at the beginning of each month. This is an important communication and public relations tool for our school and the families we serve. If your grade level or class has something you would like to highlight, please send it to Ashley prior to the first of the month to be included. A hard copy of the school calendar and additional important information will also be sent home on the first of each month.

### **Social Media**

The school will utilize social media accounts, including Facebook and Twitter, to communicate and highlight events in our school. Teachers are strongly encouraged to send Ashley pictures of events, activities, and instruction they would like to highlight through these outlets. Pictures can be emailed ([abarr1@davidsen.k12.nc.us](mailto:abarr1@davidsen.k12.nc.us)) or sent via text (336)880-1437 to be included at anytime.

### **School Messenger**

The school messenger system will be utilized weekly on Sunday evenings to communicate with parents about the coming week. School messenger can also be utilized on an as needed basis and we can select specific groups to contact. If you feel a

phone message would be helpful in your communication to families, please draft the message you would like shared, clarify who your audience needs to be (i.e. whole school, 2nd grade students, staff members, etc.), and place it in Ashley's box or email it to Ashley.

## **Employee Policies and Procedures**

All Davidson County Schools employees are responsible for knowing and complying with the Fair Grove Elementary School handbook, the Davidson County School's [Board Policy manual](#) and the [DCS Employee Handbook](#). Please click these links to access the most current version of each. You will be asked to sign and initial indicating that you have reviewed and understand these policies.

## **Student Disciplinary Procedures**

It is the responsibility of the classroom teacher to establish high expectations for student behavior. Staff members will be provided with a copy of the Fair Grove Elementary PBIS Matrix, as approved by the schoolwide Leadership Team. This matrix encompasses the rules of the school. It is vital that the first few weeks of school are heavily devoted to teaching and reinforcing expectations of rules and procedures for students. Always assume that students have arrived to you as a blank slate in terms of understanding expectations, rules, and procedures that must be followed. Each classroom teacher will be provided with a series of lessons for teaching and reinforcing expectations and developing a classroom matrix that aligns with the schoolwide matrix. As a PBIS school, the expectations on the matrix are our "rules." This matrix should be utilized in ALL areas and classes in the building. It is not necessary or recommended to post lists of rules in addition to the matrix-these are redundant and send a message that the matrix is not relevant or important.

It is important that discipline issues are handled in the classroom to the greatest extent possible. This allows the teacher to maintain him/herself as the authority. When

approaching student behaviour, please be as proactive as possible. It is often helpful to reflect on specific behaviors in relationship to the time of day, location, activity, or other external circumstance. This allows us to learn to prevent or diminish distracting behaviors before they escalate. Please make sure you are communicating behavioural and other concerns to parents early on. Parents are a tremendous ally for us and it is important to nurture this relationship and keep them “in the loop” when it comes to their child.

TERRIFIC TIGERS CAN...						
	Hallways	Bus	Classroom	Restroom	Cafeteria	Playground
Be Respectful	Walk quietly. Keep hands and feet off the wall. Greet others with a silent signal.	Follow driver directions. Talk quietly.	Wait your turn when others are speaking. Share materials with others. Take turns.	Enter and leave quietly. Give others their privacy.	Wait your turn silently. Order your lunch quickly and clearly.	Share. Wait your turn. Keep hands feet and objects to yourself.
Be Responsible	Stay in line. Keep eyes forward.	Keep the bus clean. Keep all items in your bag.	Complete all assignments. Listen to your teacher. Follow all directions promptly.	Flush the toilet. Wash your hands. Turn water off. Throw trash in trashcan.	Get all items in line the first time. Remain silent until your cup has been changed. Clean up your trash.	Leave the playground clean. Return equipment to it's proper location.
Be Your Best	Walk on the right side.	Keep hands, feet, and other objects to yourself. Stay seated. Keep the aisle clear.	Check over your work. Turn in your work on time.	Only take restroom breaks when they are needed. Leave the restroom as soon as you have finished.	Walk quietly. Keep hands and feet off the wall. Greet others with a silent signal.	Stay in your assigned play area. Invite others to play.

## DISCIPLINE PROCEDURES

We want to establish discipline procedures that will give teachers direction when dealing with the day-to-day types of misbehavior such as disruption, disrespect, uncooperative attitudes, etc. While serious misbehavior problems are of great concern, it is the “less serious” day-to-day problems of class

disruption, disrespect, uncooperative attitudes, etc., that become most aggravating and rob the class of valuable time. Teachers are most often frustrated with these types of problems and are often not successful in handling them because they have no plan of action. They simply react until frustration sets in and then call for the help of the office. Problems are handled inconsistently, and as a result, there is no improvement. It is hoped that a plan of action will create a consistent direction when dealing with students, reduce frustration, and send a strong message to the students that misbehavior will be handled in an assertive and professional manner. When dealing with discipline, use the following as a guideline:

1. At the onset of discipline problems with a student, the teacher should begin regular classroom management techniques to correct the Situation.
2. The teacher should be sure to “get to know” the student immediately from the beginning of school. Check records. As problems begin to occur, review the records again. Contact parents by phone to make them aware of the situation and to ask for suggestions.
3. If problems persist, begin documenting your efforts. Be creative and let the student know from the beginning that you will not tolerate misbehavior and will go to extreme lengths to correct the situation. Provide a consequence for each step that a student receives.
4. Seek advice if necessary from the counselor or administration.
5. Contact parents to review the records and speak intelligently about the student’s academic levels, physical and/or emotional problems, etc.

Share your efforts from your documentation with the parents.

Document the meeting. Try to work out solutions with parents. Let them know that an office referral can result. Make follow-up phone calls, if necessary, to keep parents updated, good or bad. Document your Efforts.

7. If problems persist, then it is time for an OFFICE REFERRAL. Always put reason for the referral in writing. Write the referral in a professional manner because parents will receive a copy of it.

As we develop our discipline policies, please keep in mind the following:

1. No student should be subjected to a severe scolding or be embarrassed in front of his classmates. This can only create further resentment and problems.

2. Students should not be placed in the hall unsupervised-particularly a student who has already demonstrated poor judgement through unacceptable behaviour.

3. Mass/Whole Class punishment should not be used.

4. A teacher should never place their hands on a student. Never grab a student by the arm, shake him, etc. Practice self-restraint in all discipline situations. We have trained individuals on campus who can assist in a situation where a student may need to be restrained to protect him/herself or others. These individuals are also trained in techniques for de-escalating a situation and will utilize restraint only as a last resort.

5. Please keep the administrators informed if any child is having continued

disciplinary problems in your class.

6. In developing your classroom's disciplinary plan, provide a consequence for each step and give students the option of working off steps or starting the steps over.

Student Behavior should be communicated each day to parents in a way that is consistent and meaningful. Grade levels will work together to create a discipline plan for the classroom. This plan must be reportable on a daily basis, and must be measurable against a standard so it can be used to determine student participation in PBIS incentives. For example: A student reaches the standard by being above green for 80% of the month.

## **Minor Behaviors Teachers are expected to handle in the Classroom**

- Minor unacceptable language
- Lack of class materials
- Being out of their seat
- Talking and speaking out of turn
- Arguing
- Minor theft
- Sarcasm
- Throwing small items
- Inattentiveness and refusing to work
- Minor attitude problems
- Minor disruptions

# CHILDREN BEFORE AND AFTER SCHOOL

There will be children that arrive early or will be staying after dismissal, for many different reasons, whether they are staff member's children, students who stay for tutoring or students we invited to help us in some way. When this is the case, you must accept total responsibility to supervise these children. **We cannot allow them freedom to roam the halls, be in the office, visit the teacher's lounge to get snack, etc.** Most of all we cannot allow them to distract us from using our time wisely in dealing with our responsibilities. If you assume responsibility for children in the afternoon or if you are a parent and your children will be staying here with you, please take time to talk to them about what is expected and ensure all rules are followed.

- **Children should not be in your room while you are holding a parent conference**
- **Children are to remain in your room or another staff member's room and NOT in the hallway**
- **Children need to be supervised on the playground (this must occur after 3:15)**
- **Your child MAY remain IN your classroom while you are in a meeting**
- **Children are allowed to be present during workdays, however they still need to follow the guidelines**

## Professionalism

Remember you represent yourself, Fair Grove Elementary, and Davidson County Schools. Professionalism not only refers to our dress, it also refers to how we act and what we say. Gossip and stories can never be considered professional. Unfortunately, gossip does take place at ball games, the pool and other various community gathering places. Please be an ambassador for Fair Grove School and make positive remarks about our school. If someone expresses concerns to you in the community, please have them call Ashley and please let us know to expect their call.

Professionalism also means being aware of your actions in hallways, playgrounds and the cafeteria. As educators we are always on stage, particularly with the number of visitors we have in our school. Please be aware of your voice level both in and out of the classroom.

## **Smart Snack Rule**

No food or beverage sales may be made to students anywhere on school campus during the hours of 12:01 am until 3:00 pm. Non-compliance with the Smart Snack rule is a violation of Federal, State and local laws.

## **Bus Procedures**

Students are unable to ride the bus unless they are typical bus riders. Children are unable to ride home with friends or board a bus other than their assigned bus under any circumstances. Please refer all transportation questions to administration to insure parents receive an accurate, timely response.

## **Student Transportation**

All notes that pertain to a change in transportation must be sent to the office. Once the change is recorded in the office, a 'transportation change form' will be placed in your box. The teacher should give the form to the student to present to the bus driver.

Students

## **Teacher Responsibilities**

115C-307 Duties of Teachers

(a) To Maintain and Discipline. –It shall be the duty of all teachers, including student

teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools.

- (b) To Provide for General Well-Being of Students. It shall be the duty to encourage temperance, morality, industry, and neatness: to promote the health of all pupils...
- (c) To Provide some Medical Care to Students ...
- (d) To Teach Students ...
- (e) To Enter the Superintendent's Plans for Professional Growth...
- (f) To discourage nonattendance...
- (g) To Make Required Reports...
- (h) To Take Care of School Buildings...

This Law may be read in its entirety on pages 275-277 of the 2000 Public School Laws of North Carolina issued by the State Board of Education.

## **CUMULATIVE FOLDERS**

Staff members are required to sign out/in cumulative folders. The folders are not to be taken out of Fair Grove Elementary School. Remember, you are responsible for the information in these folders. Check all cumulative records immediately and carefully when they come in, especially immunizations. If information is missing, the proper people should be notified in order to obtain the necessary information.

## **CURRICULUM EXPECTATIONS AND ROOM ARRANGEMENTS**

- Classroom Matrix and I can statements should be posted daily.
- Evacuation chart posted by the door.
- Desks arranged for high quality instruction and collaboration to occur. Rows are

strongly discouraged.

- Large group meeting area should be available to all students.
- Teacher desk and teacher space should be minimized.
- Room arrangement supports student movement (The less furniture you have, the better off you are).
- Resources are organized and easily accessible to students
- Wall spaces TEACH rather than DECORATE.
- All curriculum areas are represented on the wall spaces and labeled with objective numbers and title.
- Limited use of commercial items (focus on student work).
- Teacher resources are stored neatly and are out of sight. (If you haven't used it in a year, it may be time to evaluate its usefulness.)
- There are a lot of books on a variety of levels that are easily accessible to students (Balance between fiction and nonfiction).
- Classroom libraries are organized with titles facing out and labeled by genre or levels.
- Each student has a personal collection of books for independent reading.
- There are magazines, newspapers and various forms of nonfiction print available to students.
- In K-2, the alphabet is eye level, if and when possible
- Word Wall is eye level and easily readable from the student's table and/or desk.
- Artwork is original (No patterned color sheets or cut-out patterns).
- Bulletin board space and cork strips may be used
- Lesson Plans should be completed in advance and available for review. DCS board policy requires that lesson plans remain available for one year.
- Schedules will be posted inside the classroom and outside the classroom door.

## **DUTY SCHEDULE AND PROCEDURES**

Prevention and consistent monitoring of student behavior are key elements in fostering a positive, orderly, and safe school climate. To effectively monitor that behavior, all staff must be highly visible especially at the beginning and end of the school day in areas where students congregate. The following are duty guidelines that address areas of need in and around our campus.

- Staff is expected to be at their designated duty stations at the proper times.
- Staff members who have duties are expected to **ACTIVELY** monitor student behavior by **CIRCULATING** around the area and observing students **AT ALL TIMES.**
- When the car riders are dismissed, staff will report to their assigned area and should actively monitor students to ensure that they are **orderly, quiet, and stationary.** Students should be alert to traffic and move to their cars promptly.
- If a staff member needs to switch with another staff member for any reason, **it is his/her responsibility to do so and make sure the duty station is covered.**
- Transfer the duty schedule to your calendar, organizer or lesson plans.

## **Homework**

Homework should be meaningful and engaging. It is not recommended that students be assigned homework, particularly math, on a topic that they have not sufficiently understood. We do not want students practicing incorrectly.

Kindergarten – 15 minutes  
First grade – 20-25 minutes  
Second grade – 25-30 minutes  
Third grade – 30-35 minutes  
Fourth grade – 35-45 minutes  
Fifth grade – 45 minutes to an hour

## **ILL STUDENTS**

Should a student become ill (including lice), **it is the responsibility of the teacher/teacher assistant to make contact with the parent or an emergency contact person to notify them that their child needs to be picked up at school.** If you need assistance with a sick child, please call the office and someone will come to your room.

Although we must try to prevent students from using sickness as an excuse to go home, we are not in a position to diagnose; therefore we must give the child the benefit of the doubt. Teachers are to administer only first aid. If a child is given medication or first aid the teacher must record such on the sheet provided in the medical log.

## **COPY MACHINES**

- The copy machines are available in the teacher's lounge/ work area for teacher and assistant use. If color copies are needed, Ashley, Heather, or Courtney will be happy to print those for you.

## **FIELD TRIPS**

- Field trips should be an outgrowth of the curriculum and should be an educational experience from which students can grow academically.
- Teachers who wish to take students on field trips need to follow these procedures:
- Trips should be well planned and approved by Ashley before continuing with the scheduling.
- Please do not quote a price to parents. Fair Grove's administration will determine cost for your trip.
- Use the Davidson County Schools TravelTracker and Permission Slips.
- All students going should have the DCS parental permission and insurance form

completed. Remember that a signed permission form is not a legal waiver that relieves the teacher of responsibility.

- A copy of the permission and insurance form should be taken on the field trip and a copy is to be left in the assistant principal's box in case of an emergency.
- Field Trips should be taken by the end of April.
- Activity Buses will be scheduled when the TravelTracker request form is completed and approved.
- Keep the cost to a minimum. The group going must bear the cost of the bus and the driver.
- You must give the cafeteria manager three **(3) week's notice** if you will not be eating lunch in the cafeteria. They will be glad to pack bag lunches for field trips - just give the cafeteria ample notice.

**Teacher and Teacher Assistants are expected to go on the field trip with their students.**

**Please Note:** All field trip dates should be set as soon as possible to secure activity buses.

## **LEAVING SCHOOL DURING THE DAY**

**If an emergency requires you to leave campus, you must have permission from Ashley. Do not expect an office staff member to relay the message for you.**

## **MAILBOXES**

All Faculty and Staff are asked to check their boxes every morning when you sign-in and every afternoon when signing out.

## **MEDICATION**

All student prescription medication must be kept in a locked cabinet in the office. It is the teacher's responsibility to make sure the child receives his/her medication at the appropriate time. All information should be logged appropriately on the Student Medication log.

## **PERSONAL OR PROFESSIONAL LEAVE**

Request for such leave should be made in writing to administration five days before such leave, except in emergency cases. No vacation leave will be approved during testing days-per board policy. Forms for this are in the office.

## **PROFESSIONAL DRESS**

Being an educator does carry some expectation of dressing in a professional manner. We believe that a teacher's appearance does affect student attitudes. Dressing professionally does not always necessitate a shirt and tie for the gentlemen or a dress for the ladies. Remember that you represent yourself, Fair Grove Elementary, and Davidson County Schools. Please adhere to the following:

- NO blue jeans when attending a workshop where you represent this school whether it is in-county or out-of-county.
- Blue jeans will be allowed on designated staff spirit days, only.
- Casual shorts are not allowed unless on a field trip.

- Tennis shoes should not be worn unless on a field trip.

## ROOM RESPONSIBILITIES

Each of us wants to work in a clean, well-kept school. This must be a joint venture and will require the effort, concern and cooperation of all. Please remember to be energy conscious and make sure we turn off all lights, electrical equipment, keep desks, cabinets, storage areas neat and orderly, report repair needs to Dr. Lohr, help students learn to accept their role in keeping the school clean.

## SECURITY OF MONEY/VALUABLES

Any money collected by school personnel should be handled very carefully and should always be secured so that there is no chance of loss or theft. Money should never be left unattended, in an unlocked desk drawer, an unlocked filing cabinet, or the like. **Send money to the office immediately after collection or lock and secure until it can be done. Do not keep any money overnight. Always turn money into the office for safekeeping.** Teachers are also encouraged to secure personal items or money by locking them in cabinets or desks.

## TEACHER ABSENCES

Teachers who are absent from school are responsible for arranging for their substitute teacher. The following procedures should be used when utilizing a substitute teacher.

- The teacher should make arrangements for planned absences in advance and Ashley and Janet must be notified.
- Arrangements for illnesses occurring overnight that require substitute teachers the

next day should be made by the teacher. The office should be notified of your substitute no later than 7:30 am

- Arrangements for emergencies or illness occurring during the school day should be made by contacting the office for assistance in securing a substitute teacher.

Each time a substitute teacher is used the following expectations apply – without exception:

- Comprehensive, clear instructional plans
- Prepared materials and resources
- Daily schedule and student rolls
- Emergency information
- Your duty schedule (if applicable)
- Student Medical Information
- Individual student behavior plans and pull out schedules

## **CLASS PARTIES**

Each class may have two (2) parties per year. **Parties should not exceed one hour.** Please remember that food products and drinks brought to school must be commercially prepared and packaged. No birthday parties are allowed. Snacks may be purchased and brought for this event.

## **THE “DO’S AND DON’TS” OF SCHOOL MAINTENANCE**

- Do not deface the walls. **ABSOLUTELY NO HOT GLUE ON THE WALLS**
- Do not use outside chemicals, soaps, and sprays (We must use what the county

- provides).
- Keep your carpet area clean.
  - Do not place books or materials on air-condition units
  - Do not hang anything from the ceiling or from the blinds.
  - Do not “piggyback” any electrical cords.
  - Do not use any “drop” cords of any kind; only use power strips.
  - All cloth materials must be flame retardant
  - No microwaves, coffee pots, refrigerators, curling irons, etc. in classrooms.
  - Provide 36 inch clearance for all exits.
  - Do not cover the glass on classroom doors.
  - Do not use live Christmas trees and lights.
  - **Do** post fire and tornado drills at your classroom door.
  - **Do** turn in all repairs to the main office.

## **Title IX**

The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law, and also prohibits retaliation for reporting such violations. Policy violation is serious; appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

For additional information contact:

Title IX coordinator: Mr. Lowell Rogers, Assistant Superintendent for Human Resources

Section 504/ADA coordinator:

Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone:  
336-249-8181

## **GRIEVANCE PROCEDURES**

- A. Employees who desire to file a grievance concerning the decision of a principal or supervisor or report illegal or improper behavior including any form of illegal discrimination or harassment should follow policy 4.13 in the Teachers' Policy Manual. This is available in the school office or the personnel division of the central office.
  
- B. Students who desire to file a grievance or report of illegal discrimination or harassment should report the concern, in writing, to the school principal. If student finds it inappropriate to file the grievance with the principal, he/she may submit the concern in writing to the Office of the Superintendent, Davidson County Schools, and P. O. Box 2057, Lexington, NC 27293-2057.

\* This is to meet compliance with Title IX, Section 86(B) and Section 106.8; Section 504, 104.7 and 104.8.

## **HIRING EMPLOYMENT AND STUDENT PLACEMENT PRACTICES**

Davidson County Schools does not engage in any employment practice that discriminates against any employee or applicant for employment based on sex or disability. The Davidson County Schools do not engage in any employment or placement practice that discriminates on the basis of race, color, or national origin if such

discrimination tends to result in segregation, exclusion, or discrimination against students.

Anyone who feels their rights as a citizen, student, or employee have been violated in relation to the above statement should contact:

Davidson County Schools  
P. O. Box 2057  
Lexington, NC 27293-2057  
(336) 249-8182

## **4.26 EMPLOYEE DRESS AND APPEARANCE**

It is the expectation of the DCS Board of Education that all DCS employees will dress professionally and appropriately relative to their specific job duties and responsibilities. The Board desires that employees respect and adhere to the guidelines for employee dress and appearance established pursuant to this policy. Cleanliness, neatness and professionalism are the primary guidewords for the development of these guidelines for dress and appearance. The over-riding principle is that all employees, while on duty, are representatives of the Davidson County Schools.

- A. Instructional Personnel should dress in a manner appropriate to the standards of their profession. However it is understood that the guidelines may be different for certain instructional positions, such as physical education instructors and shop teachers, due to the nature of their teaching activities.
- B. The guidelines for dress and appearance of all other personnel, in particular those positions which involve contact with the public, should emphasize neatness and professionalism appropriate to the area in which they work.
- C. Inappropriate Dress or Appearance. The following dress is considered inappropriate, but not limited to these examples, for all school employees.

Wearing jewelry affixed to an employee's nose, tongue, cheek, or eyebrow

Wearing an undergarment as an outer garment or any see-through clothing

Wearing clothing that does not cover an employee's waist or midriff

Wearing clothing that contains advertisements in words or symbols for alcoholic beverages or which advocates the use of controlled substances by words or symbols

Wearing clothing that contains profanity or nudity in words or symbols

Adopted/Revised: February 5, 2001

## **6.36 HEAD LICE CONTROL**

Any student identified with head lice will be sent home at the time live bugs are

found for treatment of the lice and removal of nits (eggs) from the hair. A packet containing lice and nit removal instructions will be sent home for the parents. It should be counted as an excused absence if a student is sent home prior to having been at school long enough to get counted present for the day. Students should return to school no later than the following day. Returning students should be accompanied by an adult and report to the school office to be screened again by the school designee for any remaining live lice. If live lice are found after being checked, the student should return home for an oil treatment or other alternative non-chemical treatment. It will be treated as the same occurrence. A student will be excused no more than two (2) back-to-back days for three (3) occurrences due to the presence of live lice. The family will be referred to the school nurse and/or student services (social worker or school counselor) for assistance as needed to review treatment and removal efforts, give suggestions to remedy the problem, and assist the family with a plan. All unexcused absences are subject to the consequences as set forth in the Davidson County Schools' attendance policy. Every effort should be made to keep the child in attendance to remain on track academically. Legal Reference: Adopted/Revised: December 1, 1997; April 15, 1999; June 30, 2010; June 29, 2017

