

Employee Handbook



Hawkins County Schools

The Mission of the Hawkins County School System is to educate and graduate each student.

**The Contents of this handbook are published to be a resource and are in no way all-inclusive of the expectations and policies of the Hawkins County School System.*

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Central Office

200 North Depot Street
Rogersville, TN 37857
(423)-272-7629



Reba Bailey
Interim Director of Schools



Beth Holt
Curriculum and Instruction
Assistant Director of Schools



Wes Smith
High School/CTE Supervisor
Assistant Director of Schools

Departments

Attendance	Greg Sturgill, Supervisor (EXT. 2018)
Business and Finance	Melissa Farmer, Supervisor (EXT. 2010)
Federal Programs	Reba Bailey, Supervisor (EXT. 2005)
Federal Programs	Michelle Harless, Assistant Supervisor (EXT 2019)
Human Resources	Teresa Drinnon, Supervisor (EXT. 2422)
Special Education	Angela Jackson, Supervisor (EXT. 2404)
Support Services:	
Child Nutrition	Mandy Kenner, Supervisor (EXT. 2303)
Coordinated School Health	Erika Phillips, Director (EXT. 2017)
Family Resource Center	April Couch, Director (921-9621)
Maintenance	Shannon Glass, Director (272-8551)
Health Services	Becky Little, Director (EXT. 2002)
Transportation	Rolando Benavides, Supervisor (EXT. 2504)
Teaching and Learning:	
CTE	Wes Smith, Supervisor (EXT. 2027)
Curriculum & Instruction Middle School	Beth Holt, Supervisor (EXT. 2006)
Early Childhood Elementary	Lori Allen, Supervisor (EXT. 2021)
High School/CTE	Wes Smith, Supervisor (EXT. 2025)
Technology	Adrian Smith, Supervisor (EXT. 2027)

Code of Ethics

49-5-1002. Legislative findings. —

The general assembly finds and declares that:

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

49-5-1003. Educator's obligations to students. —

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

- (1) Abide by all applicable federal and state laws;
- (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
- (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
- (4) Respect the constitutional rights of the student;
- (5) Not unreasonably deny the student access to varying points of view;
- (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
- (7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- (8) Make reasonable effort to protect the emotional well-being of the student;
- (9) Not intentionally expose the student to embarrassment or disparagement;
- (10) Not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly:
 - (A) Exclude any student from participation in any program;

(B) Deny benefits to any student; or

(C) Grant any advantage to any student;

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

49-5-1004. Educator's obligations to the education profession. —

- (a) The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- (b) In fulfillment of this obligation to the profession, an educator shall not:
 - (1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
 - (2) Misrepresent the educator's professional qualifications;
 - (3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;

- (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
- (5) Assist a non-educator in the unauthorized practice of teaching;
- (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
- (7) Knowingly make false or malicious statements about a colleague; and
- (8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
- (9) Use illegal or unauthorized drugs.

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

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

49-5-1006. Report of breach of teacher code of ethics –Failure to report.

- (a) An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, director of schools, or local board of education within thirty (30) days of discovering the breach.
- (b) Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

49-5-1007. Professional development training concerning teacher code of ethics.

LEA's must conduct annual professional development training concerning the teacher code of ethics and its requirements. The professional development training shall address what constitutes unethical conduct.

Code of Conduct

Employee Code of Conduct of Expected Actions and Behaviors in accordance with Federal Law, State Statute, and Hawkins County Board of Education policies.

Each Hawkins County Board of Education employee shall:

- _____ 1. Report to work fit for duty and remain fit while on duty.
- _____ 2. Prepare for and diligently carry out all assigned duties as directed.
- _____ 3. Comply with justifiable directives issued by duly recognized sources of authority.
- _____ 4. Identify and respond appropriately to unsafe conditions.
- _____ 5. Show respect, fairness, and dignity when interacting with students, staff, community members, or others.
- _____ 6. Refrain from and/or prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
- _____ 7. Communicate truthfully and honestly with regard to any matter of interest to the Hawkins County Board of Education and ensure that all records, disclosures, or other written communications are full, fair, accurate, timely, and understandable.
- _____ 8. Acquire, use, maintain, and dispose of Hawkins County Board of Education assets properly.
- _____ 9. Maintain the confidentiality of information as required under federal law, state statute, and/or Hawkins County Board of Education policy.
- _____ 10. Intervene and/or report actions or behaviors that may represent violation(s) of the Employee Code of Conduct.
- _____ 11. Refrain from any act or affiliation, either off Hawkins County Board of Education property or outside of the established contract day, which demonstrates a "rational nexus" between the incident or event and the ability of the employee to perform his or her job duties.
- _____ 12. Comply with all established federal laws, state statutes, Hawkins County Board of Education policies, and established operational routines or procedures.

My principal and/or a Hawkins County Board of Education designee has explained the Employee Code of Conduct to me. I have read the Code of Conduct, and I understand the expectations of Hawkins County Schools.

Agreed upon this _____ day of _____, 20____

Printed Name: _____

Signature: _____

Signed:  _____
Chairman, Hawkins County Board of Education

HAWKINS COUNTY SCHOOL SYSTEM NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Hawkins County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs, or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is also the policy of this district that the curriculum materials utilized reflect the culture and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with Title VI, and VII, and IX or Section 504 of the Americans with Disabilities Act should be directed to the office of the Director of Schools, Hawkins County Schools, 200 North Depot St., Rogersville, TN 37857, or to the Office of Civil Rights, U.S. Department of Education, and Washington, D.C.

General Policies and Procedures

Schedules ([Policy 5.602](#))

All Hawkins County Schools employees will have an assigned schedule of time for their workday. Any alteration of this schedule must be cleared with your immediate supervisor.

Signing In/Out

Employees whom enter/leave the building they are assigned and/or travel between buildings are required to sign in and out in the office. Additionally, employees should notify the principal or secretary in the principal's absence when they leave campus if it is not part of their normal job requirements.

Tardiness/Working Over

In the event an employee will not begin work at their assigned time, they must make their immediate supervisor aware and document this event. For all classified employees, working beyond your normal work day is only permissible with approval from your immediate supervisor.

Requisitions/Purchase Orders ([Policy 2.805](#), [Policy 2.808](#))

Employees must complete all requisitions and purchase orders in accordance with the guidelines for requisition and purchase order submission. The procedure for completion may be found in the school office and a sample may be found in the appendix. ([Appendix F1](#))

Smoking/Tobacco Products ([Policy 1.803](#))

The use of tobacco products is not permitted in the school district's buildings or vehicles and district employees and students are not permitted to use tobacco or tobacco products during any class or activity while representing the school district.

Language

It is the expectation of the Hawkins County School District that all employees will conduct themselves in a professional manner. This is to include all verbal communications with our stakeholders.

Harassment ([Policy 5.500](#), [Policy 6.3041](#))

Any form of harassment will not be tolerated within the Hawkins County School District. Failure to adhere to this may result in immediate dismissal. If you are the victim of any form of harassment you should report this to your immediate supervisor or the district [Title VI](#) or [Title IX](#) coordinator.

Drug and Alcohol Policy ([Policy 5.403](#), [Policy 1.804](#))

Any violation of the county drug and alcohol policy will be managed through the employee discipline program.

Warnings and Corrections

Hawkins County Schools utilizes a progressive discipline policy with the intent of an immediate correction of any conduct misaligned to the Hawkins County Schools Code of Conduct.

Personal Phones

Personal phones are not be used at any time that an employee is responsible for the direct supervision of students and/or operation of transporting students.

Facility Cleanliness

It is the expectation of the Hawkins County Board of Education that each employee will undertake the responsibility of facility care. This would include assisting in maintaining all school facilities as part of the job description for all employees.

Confidentiality

Hawkins County Schools' employees may be privy to both official and unofficial forms of confidential information. It is the expectation of the school system that each employee hold this information with great confidence with regards to federal law, state statutes, and/or board policy.

Dismissal (Tenured Teachers [5.200](#), Non-Tenured Teachers [5.201](#), Non-Certified [5.202](#))

Hawkins County Schools' employees are valued, respected, and an integral part of our student's education. However, employment may be terminated due to contributing factors as defined by our progressive discipline program. All building keys and ID badges shall be submitted to the building administrator upon dismissal.

Emergencies

In the event of an emergency each school will adhere to the emergency management plan adopted by the county. It is each employee's responsibility to become familiarized with this plan.

Telephone Etiquette

It is the expectation of the Hawkins County Board of Education that each employee will conduct themselves in a professional manner when speaking with members of the community. When answering a phone as a representative of the school system, employees are required to use professional etiquette and language.

Staff-Students Relations ([Policy 5.610](#))

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due. Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Communication (texts, email, phone, social media, written, etc.) between students and staff members outside the school setting shall be restricted to instructional or school related activities only. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.

News Releases, News Conferences, and Interviews ([Policy 1.503](#))

The release of official news from the system and schools shall be coordinated as follows:

1. The board chairman will be the official spokesman for the Board, except as this duty is delegated to others;
2. News releases which are of a system wide nature or pertain to established system policy are the responsibility of the director of schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school are the responsibility of the principal of that particular school.

When individual board members or the director of schools express their views on any issue which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

Personal Hygiene/Appearance and Dress

General

Hawkins County Board of Education employees are representatives of the school system. As such, employees are expected to establish and maintain personal hygiene and appearance habits that are conducive to the school environment and are in no way distracting to the educational process.

Tattoos/Piercing

Any tattoo and/or piercing that may be offensive, distracting, or inappropriate must be covered at any time an employee is working where students are present.

Dress Code

In keeping with the philosophy that school employees are role models for students, employees are expected to dress professionally during instructional hours (except for those employees who wear uniforms).

Professionally dressed may be defined as "professionally casual" and shall meet at least the dress code guidelines established by board policy 5.600 Staff Rights & Responsibilities. ([Policy 5.600](#)).

ID Badges

ID badges issued by the district must be worn at all times and relinquished to the building administrator if employment is ended.

Personal Responsibilities

Notification of Absence

All employees must notify their immediate supervisor if they will be absent from work. Additionally, they must enter the absence in [eSchool Solutions](#)

Requesting Time Off (Policy: [5.300](#), [5.3001](#), [5.301](#), [5.302](#), [5.304](#), [5.305](#), [5.306](#), [5.309](#))

Submission through [eSchool Solutions](#). In the event an employee does not have available days to request off, they must submit an unpaid leave request to the Director of Schools for approval. When possible, employees should check before the date of an absence to make sure the job has been filled.

Resignation

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.
3. The drafting of the teacher into military service by a selective service board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to

return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.

To ensure an opportunity to procure a qualified replacement, any non-certificated employee of the Hawkins County School System should provide at least a two weeks' notice of intent to resign.

Anyone who resigns must also complete a [resignation form](#) to ensure timely processing and replacement. They shall also return all keys and ID badges to the building administrator and settle any debts owed to the school system.

Attitude

The attitude of each employee has a direct correlation on the atmosphere and potential success of each school. In an effort to maximize the effectiveness of these variables, it is the expectation of the Hawkins County School District that each employee will consistently model a positive attitude. Each stakeholder an employee comes in contact with should be subjected to this attitude and feel valued and respected.

Honesty

Each employee is expected to be respectful, courteous, and honest when interacting with all stakeholders. Sincere and transparent dialogue, communication, and reporting are essential in building the relationships that are necessary to cultivate excellence.

Personal Vehicles ([Policy 3.404](#))

The Board recognizes that certain employees may need to use their private vehicles for school purposes. Please refer to policy 3.404 for guidelines.

Use of Internet ([Policy 4.406](#))

The Board supports the right of staff and students to have reasonable access to various information formats and believes it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Social Media ([Policy 4.4061](#))

This Internet Postings and Social Media Policy apply to employees who post on the following:

1. Social networking websites including, but not limited to, Instagram, Twitter, Flickr, YouTube, LinkedIn and Facebook;
2. Blogs;
3. Wikis including, but not limited to, Wikipedia; AND
4. Other websites and message boards.

Parental Concerns ([Policy 4.6011](#))

The Board establishes these procedures which should be followed when a parent has a concern or problem which needs the attention of school personnel. It is the intent of the Board to establish a set procedure which will render meaningful two-way communication for reaching a fair and just resolution of the problem. The Board recognizes that problems are best resolved at the school level (parent-teacher-principal) and therefore, outlines a five-step procedure for addressing parental concerns. All parents are urged to follow this procedure in voicing their problems and in seeking relief.

Controversial Issues ([Policy 4.800](#))

The discussion of issues in the classroom which are politically, philosophically or socially controversial shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the discipline of the school.

Safety

MSDS Guide & Safety Location

Any employee who works with and/or stores chemicals with MSDS labels must maintain these supplies according to label specifications.

Safety Issues ([Policy 3.201](#))

Any employee with a safety concern that would involve a student, faculty member, parent, or visitor should report this immediately to the building supervisor/administrator.

Safe Relocation of Students ([Policy 6.4081](#))

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others. Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate

Wages and Evaluations

Evaluation Process ([Policy 5.109](#))

Certificated personnel are evaluated using the TEAM model. Non-certificated personnel are evaluated according to Board policy.

Payroll Procedures ([Policy 2.802](#))

Payroll procedures shall be as follows:

1. All certified personnel and support personnel (excluding central office, maintenance, bus shop, and custodians) will be paid in 12 equal installments.
2. Support personnel (listed above) will be paid in 24 equal installments.
3. Food Service personnel will be paid in 20 equal installments.
4. During the first year of employment with Hawkins County Board of Education, new certificated employees will receive 13 equal installments starting August 25, and resuming on the 15th of the month thereafter.
5. Career Ladder Performance payments shall be paid in 2 equal installments annually. Payment will be made on the pay date following the collection of career ladder funds from the state.
6. Extended Contract payment for work done throughout the school year will be paid out in June. Extended Contract payment for work done during the summer will be paid out in July.

Salary Deductions ([Policy 2.803](#))

Upon appropriate written authorization, the Board of Education shall make deductions approved by the Board from the salary of the employee.

Authorization must be made on forms provided by the Board and filed in

the office of the director of schools. An employee may change or terminate any voluntary salary deduction upon written notification to the Payroll Department as long as it does not violate Section 125 guidelines. The following required salary deductions will be made from each payroll check:

1. Retirement (as required by the Tennessee Consolidated Retirement System);
2. Social Security tax (FICA) and Medicare tax (as required by federal law);¹
3. Withholding tax (Federal Income Tax) (as required by federal law). This deduction is based on form W-4 exemption certificate required by federal law to be filed with the employer;
4. Wage Garnishments, if any.

Expenses and Reimbursements ([Policy 2.804](#))

Holidays

If on active payroll at the time, specified personnel shall be entitled to holidays as approved with the board's approval of annual pay scales.

Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends or when school is in session.

Vacation Benefits ([Policy 5.310](#))

Staff members who are employed on a twelve (12) month basis (260 day contract) shall receive vacation in accordance with their years of experience with the Hawkins County School System at the following rate:

Years of Experience	Days Earned per Month	Total Days per Year
0-4 Years	1	12
5-9 Years	1.5	18
10-19 Years	1.75	21
20+ plus	2	24

The first five days of any unused vacation days will be rolled over to the next fiscal year's vacation day total. However, the same five days cannot be rolled over for more than one year. In the event that an employee has additional unused vacation days after the aforementioned five days have been accredited to next year's vacation day total, up to ten unused vacation days will be converted to sick leave days. No more than 5 vacation consecutive vacation days may be taken without prior approval of their immediate supervisor.

Miscellaneous Support

[Skyward](#).....Attendance Supervisor

[eSchool](#).....Personnel Supervisor

[My Benefits Channel](#).....Finance Director

[Email](#).....Technology Supervisor

[Payroll](#).....Karen Davenport

Quick Links

[Tuition Discount Form](#)

[Field Trip Request](#)

[Letter of Intent for Higher Degree](#)

[Staff Development Application](#)

[Direct Deposit Form](#)

[Online Paystub Log-In Help](#)

[Payroll Change Form](#)

[Travel Form](#)

[Payroll Beneficiary Form](#)

[In-service Accountability Form](#)

[Fundraising Request Form](#)

[Certified Employee Transfer Request](#)

[Non-Certified Employee Transfer Request](#)

[Request for Leave of Absence](#)

[Request for Use of School Facilities](#)

Appendix

F1.....**Requisition**

Six (6) copies total.

Hawkins County School System Requisition
School Year: 2014-2015

Submit: the original and 5 copies
Six (6) copies total!

INST.	71100-429	INSTRUCTIONAL SUPPLIES	INST.	71100-722	MUSIC EQUIPMENT
INST.	71100-429	BASIC SKILLS (K-3 ONLY)	INST.	71100-722	BAND EQUIPMENT
INST.	71100-449	Kindergarten Materials / Books	Support	72210-432	LIBRARY BOOKS AND REPAIR MATERIALS
INST.	71100-429	ART SUPPLIES AND MATERIALS	Support	72210-499	LIBRARY Subscription / Supplies
INST.	71100-429	MUSIC SUPPLIES AND MATERIALS	Support	72210-499	LIBRARY Circulation / DVD / Supplies
INST.	71100-449	TEXTBOOKS	Support	72130-499	GUIDANCE SUPPLIES AND MATERIALS
INST.	71100-722	PE EQUIPMENT	Support	72130-322	STUDENT TESTING
Title I	Account #		GRANT		Account #
Technology	Account #				

Select the appropriate account from which the purchase will be charged.

Vendor: _____

PHONE: _____

Ship to: Hawkins County Schools
 200 N Depot Street
 Rogersville, TN 37857

Attention: Richard Hutson

****SPECIAL NOTE****
 Our request is that you cancel any items from the list which cannot be shipped and invoiced at this time. **Please indicate:**

"Final Shipment, No Back - Orders:
Items not shipped are canceled on your invoice".
INVOICE TO: Hawkins County Schools
 See Purchase Order for address

Quantity	Code #	Description	Unit Price	Total Price
1			-	-
2			-	-
3			-	-
4			-	-
5			-	-
6			-	-
7			-	-
8			-	-
9			-	-
10			-	-
11			-	-
12			-	-
13			-	-
14			-	-
15			-	-
16			-	-
17			-	-
18			-	-
19			-	-
20			-	-
21			-	-
22			-	-
23			-	-
24			-	-
25			-	-
Requisitioned By:			Subtotal	-
Principal's Signature			other	-
Date Submitted			Shipping	-
Supervisor's Signature			TOTAL	-

Make sure to list the school to be shipped to and to whose attention.

Vendor address must be completed; websites are not sufficient without a physical address.

Description needs to be specific.

You must provide a justification for purchases.

Each of these lines must be completed to ensure processing.

Total to include shipping; tax should not be charged for non-resale purchases.

