

Additional Expectations:

- Assemblies
- Children at School
- Extra Duties
- Housekeeping
- Leaving Classroom unattended
- Signing out/in
- Use of Mailbox
- After school meetings
- Staff meetings (Administrative Day; must document)
- Emergency Substitute Plans/preparations
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- Planning Periods
- Leaving Campus during school hours
- Maintenance Request/Technology Requests
- Homework/Tests
- Field Trips - see attached Board Policy
- Use of Multimedia (watching movies) – see attached Board Policy

Additional Expectations:

Assemblies

Assemblies are a part of the educational process. All students and teachers are expected to attend and to be on time. Only the principal can excuse missing an assembly. Teachers are to attend to help maintain discipline and order, sit with and set an example for the students as well as to enjoy the assembly.

Children of Employees

It is inappropriate for employee's non-school age children to accompany parents to work during the work day.

Extra Duties

Extra duties shall be fairly distributed among the staff.

At least (1) one principal or teacher must be on the school grounds when a bus arrives and at least one (1) teacher must remain after the close of the day until all buses depart.

Housekeeping

The principal is responsible for the housekeeping of the entire school plant. This responsibility is delegated to each staff member for the room or area to which he/she is assigned. Each teacher will require his/her students to assist in keeping the school clean. The teacher will also make sure that all outside doors are properly closed and secure before leaving for the day. When an area is not being properly cleaned by the custodial staff, teachers should inform the principal.

Leaving Classroom Unattended

Teachers shall not be called from their classroom, unit or area while students are under their immediate supervision for any purpose other than an emergency concerning the teacher's immediate family or property or for purposes, as deemed by the principal, to be official school business needing immediate attention.

Leaving Campus

School personnel should not leave the building during the regular school day without permission from the principal or his/her designee. School personnel should record their absence from the building in the school office.

Mailboxes

Each staff member has an assigned mailbox. These boxes are used for mail delivered for you as well as office memos and other communication. Please check your box daily. Place your outgoing mail on the secretary's desk. Heavy packages must be taken to the post office and weighed. You must have a receipt for these packages. The bookkeeper will reimburse you with the receipt. Check daily in the front office for any packages that have been delivered.

After-School Meetings (Staff Meetings)

1. Teachers are required to attend all faculty meetings, in-service sessions, and other called meetings. If it is necessary for you to miss a staff meeting, make prior arrangements with your principal.
2. Wednesday afternoons should be reserved for staff meetings, meetings called by the administration, and meetings of a professional nature.
3. Parent-Teacher meetings (Parent-Teacher Conferences, Parent Teacher Organizations, etc.) are an integral part of the school program. Therefore, teachers are expected to attend such meetings. Teachers unable to attend a meeting should notify the principal prior to the meeting.

Management of students

The management of student behavior is the responsibility of the teacher in charge. The administrative staff will assist when necessary, but first responsibility is with the classroom teacher.

Planning Periods

- A. Planning periods are for the purpose of improving and planning student learning and instruction.
- B. Planning time shall not be used for running personal errands, conducting personal business, hobbies, etc.

Crockett County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 09/30/96
		Rescinds:	Issued:

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social
2 growth and development are considered appropriate extensions of the classroom.

3 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
4 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To
5 this end, teachers and principals will be expected to consider the following factors in selecting field trips:

- 6 1. Value of the activity to the particular class group or groups;
- 7 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 8 3. Suitability of the activity and distance traveled in terms of the age level;
- 9 4. Mode and availability of transportation; and
- 10 5. Cost.

11 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 12 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
13 approval of the principal;
- 14 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
15 by general class discussion and/or research;
- 16 3. If bus transportation is required, the principal or his/her designee shall make the necessary
17 arrangements. A fee will be charged to the school for mileage when school system buses are
18 used;
- 19 4. The principal has the responsibility to notify the parent of the time, place and purpose of each
20 field trip;
- 21 5. Overnight educational trips and chaperones must be approved by the principal and the director
22 of schools in advance. These groups must be accompanied by at least one regular staff member
23 and others from the school who are appropriate for adequate supervision and shall be responsible
24 for student conduct while away. There must be at least one female and one male chaperone if
25 the trip is for a mixed group;

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and
2 activities. Teachers shall permit students to make up class assignments missed because of a trip
3 or activity;
- 4 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
5 principal immediately upon returning to school. Serious accidents involving personal injury must
6 be reported immediately to the principal and/or director of schools. An emergency shall be dealt
7 with promptly by the teacher or other members of the school staff by taking appropriate action,
8 including sending the student to the hospital or summoning medical aid or ambulance. In cases
9 where it is necessary to send the student to the hospital, reasonable effort must be made to notify
10 the parents.
- 11 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
12 section must have prior approval of the director of schools or his/her designee;
9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval
by the principal.

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Crockett County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Multimedia	Descriptor Code: 4.408	Issued Date: 05/14/12
		Rescinds: 4.408	Issued: 12/13/99

- 1 All multimedia used in the classroom must either be provided by the school or have the prior approval
- 2 of the principal.

- 3 Movies, songs or other multimedia may be rented or purchased for use in the classroom for education
- 4 purposes only. No movie, song or other multimedia will be used in for entertainment purposes.

Cross References

Use of Copyrighted Materials 4.404

Crockett County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 07/08/19
		Rescinds: 1.804	Issued: 11/20/00

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Crockett County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Ethics</h2>	Descriptor Code: 5.611	Issued Date: 05/13/19
		Rescinds:	Issued:

1 An effective educational program requires the services of men and women of integrity, high ideals, and
 2 human understanding. To maintain and promote these essentials, all employees are expected to
 3 maintain high standards in their school relationships. These standards include the following:

- 4 1. The maintenance of just and courteous professional relationships with students, parent(s), staff
 5 members, and others;
- 6 2. The maintenance of their own efficiency and knowledge of the developments in their fields of
 7 work;
- 8 3. The transaction of all official business with the properly designated authorities of the school
 9 system
- 10 4. The establishment of friendly and intelligent cooperation between the community and the
 11 school system;
- 12 5. The representation of the school district on all occasions that the contributions of the school
 13 district to the community are recognized;
- 14 6. The welfare of children as the first concern of the school district when placing professional
 15 personnel. The use of pressure on school officials for appointments or transfers is unethical;
- 16 7. Restraint from using school contacts and privileges to promote partisan politics, sectarian
 17 religious views, or selfish propaganda of any kind;
- 18 8. The responsibility to make any criticism of other staff members or of the school district directly
 19 to the particular school administrator who has the administrative responsibility for improving
 20 the situation and then to the Director of Schools, if necessary; and
- 21 9. The proper use and protection of all school properties, equipment, and materials.

22 **Report of Arrest/Finding**

23 If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor and
 24 Board of Education (Central Office) within forty-eight (48) hours of the arrest.¹

25 The employee shall notify the director of schools (within forty-eight hours of receiving such notice) if
 26 the department of children's services finds the employee to have committed child abuse, severe child
 27 abuse, child sexual abuse, or child neglect, or if the department of children's services names the
 28 employee as an indicated perpetrator of child abuse.

- 1 Appropriate disciplinary action up to, and including, dismissal will take place if this notice is not
- 2 provided as required.

Legal References

1. 34 CFR §§ 84.205-84.215

Cross References

Staff Rights & Responsibilities 5.600
Staff-Student Relations 5.610

Crockett County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/08/19
		Rescinds: 5.305	Issued: 08/13/18

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
14 essential functions of his/her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
19 employee is on covered active duty or has been notified of an impending call or order to
20 covered active duty in the Armed Forces.

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
24 FMLA leave.

25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
29 childbirth, and nursing of a newborn child.³
- 30
- 31 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
32 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

1 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
2 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
3 Upon verification by a written statement from an adoption agency or other entity handling an
4 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
5 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
6 to use such leave.⁴

7
8 Spouses who are both eligible employees of the school district are limited to a combined total of
9 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
10 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
11 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
12 who share leave for the birth or adoption of a child may be eligible for limited amounts of
13 additional leave for other qualifying FMLA reasons.⁵

14 LEAVE FOR A SERIOUS HEALTH CONDITION⁶

15 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
16 is unable to work because of a serious health condition or to care for an immediate family member with
17 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
18 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
19 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
20 is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either
21 the same or next business day.

22 LEAVE FOR MILITARY FAMILY MEMBERS

23 1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks
24 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,
25 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
26 notified of an impending call to active duty, or has been notified of an impended call to active
27 duty status in the Armed Forces. Qualifying exigencies may include:

- 28 a. Issues arising from the service member's short notice deployment;
- 29 b. Military events and related activities (e.g. official ceremonies, support programs);
- 30 c. Making or updating financial and legal arrangements;
- 31 d. Attending counseling;
- 32 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
33 is on short-term rest and recuperation leave during deployment; or
- 34 f. Attending post-deployment activities.

35
36
37 2. *Military Caregiver Leave*⁸ - An eligible employee who is the spouse, son, daughter, parent, or
38 next of kin of a covered service member or covered veteran with a serious injury or illness is
39 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A
40 covered service member is a current member of the Armed Forces, including a member of the
41 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
42 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
43 injury or illness.

1
2 A covered veteran is an individual who was a member of the Armed Forces at any time during
3 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
4 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
5 therapy. The calculation of this five (5) year period shall not include the interval of October 28,
6 2009 through March 8, 2013.
7

8 The "single twelve (12) month period" for military caregiver leave begins on the first day the
9 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
10 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
11 service member. The maximum of twenty-six (26) workweeks may include no more than twelve
12 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement
13 of a child for adoption or foster care, for care of a parent who has a serious health condition, or
14 for the employee's own serious health condition.

15 INTERMITTENT LEAVE⁹

16 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
17 seriously ill family member, because of the employee's own serious health condition, or for the care for
18 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
19 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
20 than twenty percent (20%) of the total number of working days in the period during which the leave
21 would extend, the school district may require that such employee elect either to take the leave for periods
22 of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer
23 temporarily to an available alternative position offered by the school district for which the employee is
24 qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

25 RESTRICTIONS

26 1. Notice Requirements

- 27
28 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of
29 Schools with at least thirty (30) days written notice before the beginning of the anticipated
30 leave.
31
32 b. *District Notice*- Once it has been established that the leave requested qualifies for
33 FMLA, the Director of Schools/designee shall notify the employee within three (3)
34 business days (absent extenuating circumstances) that any leave taken pursuant to state
35 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
36 compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given
37 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
38 the following pay day.¹²
39

40 2. Certification Requirement¹³

41

- 1 a. The Director of Schools may require that a request for leave be supported by
2 certification issued by a health care provider with the following information:
3
4 i. The date on which the serious health condition commenced;
5 ii. The probable duration of the condition;
6 iii. The appropriate medical facts within the knowledge of the health care provider
7 regarding the condition; and
8 iv. A statement that the eligible employee is needed to care for the son, daughter,
9 spouse, or parent and an estimate of the amount of time that such employee is
10 needed.
- 11
12 b. If there is any reason to doubt the validity of the certification provided, the Director of
13 Schools may require, at the expense of the school district, an opinion of a second health
14 care provider.

15
16 3. Period Near the End of an Academic Term (Professional Employees)¹⁴
17

- 18 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
19 Schools may require the employee to continue taking leave until the end of the term if
20 the leave is at least three (3) weeks of duration and the return of employment would
21 occur during the three (3) week period before the end of the term.
22
23 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
24 may require the employee to continue taking leave until the end of the term if the leave
25 is greater than two (2) weeks duration and the return to employment would occur during
26 the two (2) week period before the end of the term.

27 **REQUIREMENTS OF THE BOARD¹⁵**

- 28 1. The employee shall be restored to the same position of employment or an equivalent position
29 with no loss of benefits, pay, or other terms of employment.
- 30 2. The employee shall be kept under any group health plan for the duration of the leave.
- 31 3. The Board may recover the premium paid under the following conditions:
32
33 a. The employee fails to return from leave after the period of leave has expired; and
34
35 b. The employee fails to return to work for a reason other than the continuation,
36 recurrence, or onset of a serious health condition or other circumstances beyond the
37 control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Teacher Professional Dress Guidelines

Clothing Items	Acceptable	Not Acceptable
Tops	Blouses Button-up shirts Professional style tops (t-shirts) Sweaters Polo style shirts	Spaghetti straps Tank tops Cleavage revealed Stomach or back revealed See-through/sheer Inappropriate t-shirts
Pants	Professional style pants Khaki style of any color Blue jeans <ul style="list-style-type: none"> • No holes, torn or tight • Must be accompanied by dress blouse or collared shirt Skirts or dresses <ul style="list-style-type: none"> • 3 inches above knee cap 	Spandex Athletic suits (except PE teachers for class) Shorts (except PE teachers)
Shoes	Safe and comfortable	No beach flip flops

Professional clothing should fit the person appropriately (not too tight and not too loose). Professional clothing should be neat and clean.

Tattoos should be covered.

The principal is allowed to designate special occasions where jeans may be worn. School spirit wear may also be worn on these days. These special occasions shall be limited to never more than two days a week.

Shop teachers must dress neat and clean, and in clothing that is appropriate for their professional assignments.

Leggings are not pants – they are heavy tights. They are acceptable under tunics, long shirts, or dresses. Skin colored leggings or slotted skin revealing leggings are not acceptable.

Reality of Dress: It is hard to overcome a poor first impression, regardless of skill or expertise. You are a professional – in a career that molds the future

. School is a place of work and learning. Set that expectation with appropriate attire and you will find the students will measure up to the atmosphere you create. They will mirror your professionalism with their attitudes, habits, and behavior. Some of your students may even start dressing for success.

All faculty and employees of the Crockett County School System serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve. Supervisors and school-level administrators are authorized to interpret this policy and their interpretations shall be given deference.