



# EMPLOYEE HANDBOOK

Revised July, 2022



The purpose of this handbook is to provide information that will help with questions and pave the way for a successful career with Crockett County Schools (CCS).

This handbook is neither a contract nor a substitute for the official CCS Board Policy; it is merely a guide to, and brief explanation of, these policies. Information contained in this handbook is subject to unilateral revision or elimination without further notice.

Not all of the CCS Board policies and procedures are included in this handbook; however, those that are have been summarized. In the event of a discrepancy between any of the information contained in the Employee Handbook and the CCS Board Policy, the CCS Board Policy will govern.

Section five of the Board's Policy Manual is devoted to 'Personnel'.

### **[CCS Board Policy Manual](#)**

Board policies and procedures can change at any time. For the very latest information, employees are encouraged to utilize the specific policy that is associated with handbook topics, confer with their immediate supervisor, or call the Central Office for the best system contact. It is the employee's responsibility to be knowledgeable of and adhere to Board Policies and Procedures.

Legal and local board policies that relate to a particular topic are referenced in the Employee Handbook. Information on a subject may be found in local and/or state and/or federal laws or mandates.

- Link to **[Tennessee Department of Education](#)**
- Link to the rules and regulations of **[Tennessee State Board of Education](#)**
- Link to the **[Department of Education – Federal Level](#)**



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## **SECTION I – INTRODUCTION**

### **PURPOSE**

The purpose of this handbook is to provide general information concerning the school system, the rules and regulations of the school system, and other employment concerns for you – an employee of Crockett County Schools. The information contained herein is not intended to either enlarge or diminish any board policy or administrative procedure. Material contained herein may, therefore, be superseded by prevailing board policy with accompanying administrative procedure(s) if applicable, as well as negotiated agreement, or changes in state or federal law.

Information in this handbook is subject to unilateral revision or elimination without further notice.

### **BELIEFS**

- We believe there is no profession with a greater purpose than to educate our students.
- We believe all students will achieve their maximum potential in a safe, positive learning environment through the use of effective research-based strategies.
- We believe all teachers will accept responsibility and accountability for their students' learning.
- We believe student achievement will be enhanced through the use of data driven decision-making processes in conjunction with communication and collaboration among students, parents/guardians or legal custodians, teachers, the school system, and the community.
- We believe policies and procedures will be aligned to assure a focus on the system's goals for student achievement.
- We believe respect from students is dependent upon feeling safe, supported, engaged and valued. We know fairness, equality and opportunity are precursors to earning respect.

### **MISSION**

The mission of the Crockett County School System is to provide all students with excellence and equity so that they are equipped with the knowledge and skills to succeed in all post-secondary endeavors. The Crockett County School District, in partnership with the entire community, will empower every student to become life-long learners who are responsible, productive, and engaged citizens within the community.

### **GOALS OF THE CROCKETT COUNTY BOARD OF EDUCATION – Board Policy 1.700**

1. Ensure high academic success by increasing the overall achievement in literacy and numeracy rates for all students and increase the ACT rate to meet or exceed the state average of 21;
2. Develop a cohesive district leadership team committed to the accomplishment of our shared visions and goals that produces high performance results for students and support for schools;



3. Establish a respectful, positive district culture centered on teaching and learning by reaching out to our employees to help them feel more engaged and connected to the role we play in achieving success together;
4. Build public trust and confidence through open, honest communication and positive relationships with community leaders, administrators, teachers, custodians, cafeteria workers, bus drivers, students, and parents.

## **VISION**

The Crockett County School System envisions that all students in our schools are achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment to succeed in a technology-advanced and culturally diverse society.

## **INTRODUCTION**

The Crockett County School System is a small public school system located in rural West Tennessee. The school system is composed of five (5) schools, three (3) elementary schools, one (1) middle school, and one (1) high school. The school system has approximately 160 certified employees and 90 non-certified employees (including school nutrition) who serve about 2,200 students in grades PK-12. Efforts are continually made to improve the educational opportunities for our students. The Board of Education fully embraces the concept that all children can learn, with emphasis placed on quality instruction and high achievement of students. Efforts are directed to the development of an ever-evolving and changing, appropriate curriculum, which reflects the diversity of students, and of improving teaching strategies to meet the needs of all the students.

## **OFFICE HOURS**

The Central Office of the Crockett County School System is open on regular workdays (Monday through Friday – with the exception of annual holidays) between the hours of 7:30 a.m. and 4:00 p.m. throughout the school year.

## **CONFIDENTIALITY**

Federal laws protect privacy rights of all staff members as well as the students which we serve. All information regarding students must remain confidential. All employees and volunteers are cautioned to never repeat or “pass on” any information about a student, or group of students, which might be obtained while performing the essential functions of our job. All student records are strictly confidential. Information concerning a student (grades, medical information, family information, discipline record, etc.) should never be released to anyone unless specially allowed by the parents/guardians or legal custodians.

This information should not be verbally shared, copied, or compromised in any manner.

## SECTION II – DISTRICT INFORMATION

### **BOARD OF EDUCATION – Board Policy 1.100, 1.101**

The Crockett County Board of Education is comprised of six individuals representing twelve (12) districts and one (1) at-large member across Crockett County. The Board is elected to provide oversight and governance for Crockett County Schools. The members serve four-year terms, and are responsible for setting district policy and selecting the Director of Schools.

All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

The required functions of the Board when in session are:

1. Policy Oversight
2. Educational Planning
3. Provision of Financial Resources
4. Interpretation

The Director of Schools is the only employee of the Board; all of the school system's personnel report to the Director of Schools.

The current members of the Crockett County Board of Education are:

At-Large	Jasper Taylor, IV (Chair)
District 1, 2	Will Spence
District 3, 5	Henry King
District 4, 6	John Cole (Vice Chair)
District 7, 8	Kyle Utley
District 9, 10	Keith Curl
District 11, 12	Tony Emison

Both the Chair and the Vice-Chair are annually elected by the members of the school board at the regular monthly meeting in September.

Specific information about the functions of the local school board can be found in Section 1 of the School Board Policy Manual titled '[Board Operations](#)'.

The specific duties and powers of the school board are governed by state law TCA § 49-2-201 through TCA § 49-2-212.

## **BOARD MEETINGS – Board Policy 1.400**

The Board will transact all business at official meetings which may be either regular or special. Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public. Open meetings will be physically accessible to all students, employees, and interested citizens.

No one shall bring a camera, camcorder or other photographic equipment to Board meetings without the consent of the Board.

### **Regular Meetings**

Regular meetings of the board are held on the second Monday of each month.

When deemed necessary, the chairman may reschedule the regular meeting.

### **Special Meetings**

The board shall hold such special meetings as necessary to transact the business of the board. Such meetings shall be called by the chair whenever, in the chair's judgement, the interests of the schools require it, or when requested to do so by a majority of the board.

Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the board at a special meeting.

### **Electronic Attendance**

Absent board members may attend a regular or special meeting by electronic means if the member is absent from the county because of work, a family emergency, or the member's military service.

## **CENTRAL OFFICE and SYSTEM-WIDE STAFF**

**Phone (731) 696-2604**

**Phillip A. Pratt**, *Director of Schools*

**Jared Foust**, *Assistant Director of Schools*

**Misty Bailey**, *Coordinated School Health Director*

**Dawn Carmack**, *7-12 Instructional Supervisor*

**Renee Cox**, *Speech Therapy*

**Judith Hoover**, *Director of Academics and Accountability*

**Chloe Ibarra**, *Speech Pathologist*

**Kristina Kail**, *Special Education Teaching Consultant*

**Katie Mansfield**, *K-6 Instructional Supervisor*

**Katie Metcalf**, *Special Education Supervisor*

**Bret Piatt**, *Transportation/ Attendance/ Student Data*

**Allison Smith**, *Federal Projects/ PreK Supervisor*

**Whitney Thornton**, *School Nutrition Supervisor*

**Clint Brown**, *Technology Technician*

**Keith Eason**, *Technology Coordinator*

**Teresa Guardian**, *CSH Assistant/ CCHS Attendance*

**Joshua Achee**, *Maintenance*

**Laura Bell**, *Business Manager & School Nutrition Bookkeeper*

**Buddy Dorris**, *Maintenance*

**Jessica Rendon**, *System-Wide Interpreter*

**Kenny Thurmond, *Maintenance***

**Sherry Ward, *Payroll Clerk/ Benefits Coordinator***

**Judy Warren, *Executive Secretary***

**Chase Whitaker, *Technology Technician***

**Bryan Woodruff, *Maintenance Supervisor***

**Ryan Woodward, *Bus Garage Mechanic***

## **DISTRICT OVERVIEW**

Detailed demographic information by state, school system, and individual school(s) is available at [State Department of Education Report Card](#).

### **Schools**

Elementary Schools	3
Middle School	1
High School	1

### **Student Enrollment**

PreK	53
Elementary (K-5)	421
Middle School	594
High School	904
Ungraded	
Total number of students	1972

**CROCKETT COUNTY SCHOOLS  
School Calendar  
2021-2022**

**Fall Semester**

**Spring Semester**

July 26	New Teacher Orientation	Jan. 3	Professional Development (no students)
	New Student 6/7/9 Gr. Orientation	Jan. 4	Spring Semester Begins
	Flex Day (Room Prep)	Jan. 17	M L King Jr. Holiday
July 27	Professional Development	Feb. 21	Presidents Day Holiday
July 28	Professional Development	Mar. 28-Apr. 1	Spring Break
July 29	Open House: (Admin. Day)	April 15	Good Friday
July 30	Professional Development	May 13	CCHS Graduation
August 2	1st Day of School	May 18	End Spring Semester (½ Day)
Sept. 6	Labor Day Holiday		½ Administrative Day
Sept. 7	Professional Development(no students)	May 19	Administrative Day
Oct. 4-8	Fall Break		
Oct. 11	Professional Development (no students)		
Nov. 23	Abbreviated Day (½ Day)		
Nov. 24-26	Thanksgiving Holiday		
Dec. 17	Abbreviated Day (½ Day)		
	CDL Training		
Dec 20-Jan 2	Christmas Break		

Approved January 11, 2021

## **CROCKETT COUNTY SCHOOLS**

### **Crockett County High School**

Grades 9 – 12  
402 Hwy. 88  
Alamo, TN 38001  
(731) 696-4525  
*Principal – Bobby Mullins*

### **Crockett County Middle School**

Grades 6 - 8  
497 North Cavalier Drive  
Alamo, TN 38001  
(731) 696-5583  
*Principal – Mike Bell*

### **Friendship Elementary School**

Grades PreK – 5  
6229 Hwy. 189  
Friendship, TN 38034  
(731) 677-2718  
*Principal – Cindy Nolen*

### **Gadsden Elementary School**

Grades PreK – 5  
19040 Hwy. 79  
Gadsden, TN 38337  
(731) 663-2453  
*Principal – Marsha Foust*

### **Maury City Elementary School**

Grades PreK - 5  
3916 Hwy. 88  
Maury City, TN 38050  
(731) 656-2244  
*Principal – Dawn Carmack*



## **SECTION III – EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Board Policy 5.104**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

### **JOB POSTING**

New positions and vacancies occurring, prior to the beginning of a school year, requiring a professional license are posted at the central office and notices are sent to the schools; the posting is also placed on the school system's web site ([www.crockettcavs.net](http://www.crockettcavs.net)). The posting includes the required qualifications, specific contact information as well as a closing date for accepting applications. The closing date shall not be less than ten (10) days after the initial posting date.

### **APPLICATION AND EMPLOYMENT - Board Policy 5.106**

An individual desiring a position with the Board shall make application to the Director of Schools on forms approved by the Board or on the system website, [www.crockettcavs.net](http://www.crockettcavs.net).

Knowingly falsifying information and failing to disclose pertinent information on the job application/interview shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor.

### **JOB DESCRIPTIONS**

Job descriptions include specific information about employment opportunities (both certified and classified). See the specific jobs, requirements for each, specific responsibilities, etc. at [www.crockettcavs.net](http://www.crockettcavs.net).

### **CRIMINAL HISTORY/BACKGROUND CHECK - Board Policy 5.118, 5.106, 5.403**

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children. The Board assigns to the director of schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

The Director of Schools shall not hire an applicant who has been found by the Department of Children Services to have committed any form of child abuse or neglect.

Any cost incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if the position is offered and accepted.

Additionally, satisfactory results from a required pre-employment drug screen as well as checks with various state/federal registries are required before an applicant is actually employed by Crocket County Schools.

### **TRANSFER OF SICK LEAVE DAYS – Board Policy 5.302**

If a new certified employee has previously taught in a public school system in Tennessee, the unused sick leave days can be transferred to Crockett County Schools. The new employee is responsible for requesting the transfer of the available days to Crockett County Schools. Contact the Payroll Department for more information.

### **PERSONNEL RECORDS – Board Policy 5.114**

Upon being recommended and approved for employment with Crockett County Schools, a personnel file is established at the Board of Education.

Employee records (except for medical records, finger printing for background checks and other security check information such as personal phone numbers, addresses, social security number, bank account information) are public records. As such, any individual or agency including the news media may request access to a personnel file.

A record of the person inspecting the file and the date of inspection is maintained.

Employees may view the contents of his or her personnel file. Files are not to be taken out of the payroll office.

### **CHANGE IN DEMOGRAPHICS**

The Payroll Department (Central Office) must be notified as soon as possible in regard to any change in vital demographic information. These changes require written authorization to make the change with an appropriate signature and date. A ‘name’ change requires a new social security card with the changed name.

A certified employee must directly submit appropriate demographic changes to the Department of Education Office of Licensure through TNCompass.

### **PART-TIME EMPLOYEES**

Part-time employees are defined as those individuals who are employed to work less than full-time for the specific position. Part-time employees do not receive employment benefits (this includes sick leave and personal leave).

### **PERFORMANCE EVALUATIONS – Board Policy 5.109**

Newly hired non-licensed support personnel shall be evaluated once during the first semester and at least one additional time during the first year of employment. Support personnel employed for more than one year shall be evaluated at least once a year.

The TEAM evaluation model shall be used for certified employees.

**ASSIGNMENT/TRANSFER – Board Policy 5.115**

The director of schools shall transfer employees as necessary for the efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious.

The assignment of employees is one of the duties of the Director of Schools with input from the appropriate director and/or school principal.

## **SECTION IV – KEY PERSONNEL STANDARDS AND POLICIES**

### **ETHICS – Board Policy 5.611**

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

- The maintenance of just and courteous professional relations with students, parents, staff members and others;
- The maintenance of their own efficiency and knowledge of the developments in their fields of work;
- The transaction of all official business with the properly designated authorities of the school system;
- The establishment of friendly and intelligent cooperation between the community and the school system;
- The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
- The responsibility to make any criticism of other staff members or the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the director of schools, if necessary; and
- The proper use and protection of all school properties, equipment and materials.

### **DRESS CODE - Board Policy 5.600**

Employees of the school system shall project an appropriate professional image for the students, the students' parents/guardians or legal custodians, and the community as a whole. Furthermore, professional employees must serve as positive and proper role models for the students. Teachers will dress in a professional manner that exceeds the expectations of student dress. \*See Teacher Professional Dress Guidelines.

### **COMPLAINTS - Board Policy 5.501**

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools. In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate supervisors, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his/her decision.

## **GRIEVANCES**

Grievances concerning employment statutes related to harassment, equal employment opportunity, or medical accommodations are specifically addressed in **Board Policy 5.501**.

### **HARASSMENT - Board Policy 5.500**

Crockett County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to harassment on the basis of age, sex, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally-identified protected class. Harassment by any employee will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken which:

- Unreasonably interferes with an individuals' work or performance;
- Creates an intimidating, hostile or offensive work environment;
- Implies that submission to such conduct is made an explicit or implicit term of employment; or
- Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to their immediate supervisor.

A substantiated charge against an employee shall result in disciplinary action up to and including termination.

Retaliation against any person who reports discrimination/harassment or participates in an investigation will not be tolerated. Any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

### **EVALUATION GRIEVANCES – Board Policy 5.109**

Principals, teachers, and other school-based certified personnel may only challenge the following, relative to their evaluations:

- Accuracy of the data used in the evaluation
- Procedural errors
- Adherence to the evaluation policies

To comply with the State Board of Education evaluation policy, grievances may be filed at the end of each of the three components of the evaluation model:

- The qualitative appraisal, or the final average observation score
- The student growth measures
- The student achievement measures

A grievance must be filed no later than 15 days from the date teachers and principals receive the results for each component, otherwise the grievance will be considered untimely and invalid. Grievances may be filed at any point in the time prior to the 15 day window. A decision regarding the grievance will be given in writing within 15 days of receipt of the complaint.

## **USE OF TECHNOLOGY**

The school system's technology resources are to be used only for learning, teaching, and administrative purposes consistent with the system's mission and goals. Commercial use of the school system's technology is strictly prohibited. Issues applicable to acceptable use of technology include:

1. Copyright – All users are expected to follow existing copyright laws
2. Supervision and Permission – Student use of computer and/or computer network is only allowed when supervised or granted permission by a staff member.
3. Identity theft – Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this procedure by sharing information or passwords is prohibited.
4. Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:
  - a) Use of racist, profane, or obscene language or materials
  - b) Using the network for financial gain, political or commercial activity
  - c) Attempting to or harming equipment, materials or data
  - d) Attempting to or sending anonymous messages of any kind
  - e) Using the network to access inappropriate material
  - f) Knowingly placing a computer virus on a computer or network
  - g) Using the network to provide addresses or other personal information that others may use inappropriately
  - h) Assessing information resources, files, and documents of another user or a student without permission

### **E-Mail - Board Policy 1805**

Users with network access shall not utilize district resources to establish or access electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored.

Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

General guidelines for the use of email include:

- School system email accounts should be used for all official email communication. Avoid using personal email accounts for work-related purposes or work email accounts for personal use.
- Security responsibilities -
- Usernames and passwords shall be protected from unauthorized use at all times.
- Usernames and passwords shall not be shared among staff members or with students.
- Passwords should never be shared via e-mail.

Consequences of Improper Use - The school system may suspend or revoke a system user's account to the district's system upon violation of policy and/or administrative regulations regarding acceptable use. Termination of an employee's account will be effective on the date the principal or department head receives notice of user termination or revocation of system privileges.

### **Social Networking**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

3. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

Consequences of Improper Use - Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

### **CONFLICT OF INTEREST- Board Policy 5.601**

Employees of Crockett County Schools shall not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the school system. This includes but is not limited to the following:

- Employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
- Employees who have patented or copyrighted any device, publication, or other item may not receive royalties for use of such item in the school system;
- Employees may not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
- The Board of Education may not purchase supplies, materials, or equipment from a school system employee; and
- Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.

### **DRUG-FREE WORKPLACE - Board Policy 1.804, 5.403**

The Crockett County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in federal law.

#### **Pre-Employment Testing**

All applicants being considered for employment positions are required to submit to a pre-employment drug screen at the expense of the school system. Any, and all, offers of employment are contingent upon 'satisfactory' results.

### **Reasonable Suspicion**

Any employee may be required to submit to substance screening if any of the following conditions (list is not inclusive) exist:

- Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
- Apparent physical state of impairment of motor functions.
- Marked changes in personal behavior not attributed to other factors.
- Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
- Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

### **Testing for CDL Employees**

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to additional requirements.

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited.

Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks.

Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests.

Any violation of this policy is grounds for termination as an employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools/Director of Transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

### **Random Drug Screens**

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty (50%) percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible.

If the driver does not report for the said testing, as designated, the results will be reported as a 'positive' drug test and the driver will be immediately suspended for a minimum of one (1) school year.

The driver will be suspended until full compliance with Section 382 of the *Federal Motor Carrier Regulations*. At that time, the driver may request to be re-instated; however, the school system has no obligation to do so.



### **OUTSIDE/SECONDARY EMPLOYMENT - Board Policy 5.607**

Employees are permitted to hold employment outside the school system provided all of the following conditions are met:

- Does not occur during the school day;
- Does not interfere with regularly scheduled or appropriately assigned duties for the school system;
- Does not reflect unfavorably on the school system; and
- The individual does not receive remuneration for work which is customarily within his/her regular position.

### **SMOKING AND TOBACCO USE – Board Policy 1.803**

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited on all of the school district's properties, including all buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

District employees are not permitted to use these products while they are participants in any class or activity in which they represent the school system.

### **MANAGEMENT PLAN – ASBESTOS – Board Policy 3.208**

Asbestos is a mineral fiber that has been used commonly in a variety of building construction materials for insulation and as a fire-retardant. When asbestos-containing materials are damaged or disturbed by repair, remodeling or demolition activities, microscopic fibers become airborne and can be inhaled into the lungs, where they can cause significant health problems. The most common source of asbestos exposure includes deteriorating, damaged, or disturbed asbestos-containing products such as insulation, fireproofing, acoustic materials, and floor tiles.

Prior to November of 1983, the Crockett County Schools submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan details all areas where asbestos containing materials are present in Franklin County Schools and the manner in which the materials will be handled.

The Management Plan is available to the public for review at the Central Office (located at 102 North Cavalier Drive in Alamo). Viewing can normally take place Monday through Friday from 8:30 am to 3:30 pm.

No abatement activities are anticipated at this time and all new construction will not be made from materials containing friable asbestos.

## **CHILD ABUSE AND NEGLECT – Board Policy 6.409**

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which, on the basis of available information, reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the School Coordinator, the Department of Children’s Services (DCS), and law enforcement.

The report shall include:

- The name, address, telephone number, and age of the child;
- The name, telephone number, and address of the parent/guardian or legal custodian having custody of the child;
- The nature and extent of the suspected abuse or neglect; and
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the Juvenile Court determines otherwise.

## **PRIVATE VEHICLES – Board Policy 3.404**

The Board recognizes that certain employees may need to use their private vehicles for school purposes.

With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have written permission of the director of schools/designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the director of schools.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his/her designee.
4. Privately owned school buses and drivers of such shall meet all requirements of state law and state board’s rules, regulations, and minimum standards.
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent/guardian or legal custodian drivers are often needed to use their private vehicles for school purposes. The volunteer parent/guardian or custodian drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount determined by the director of schools. Volunteer parent/guardian or custodian drivers must also submit to and pass a criminal history background check and DMV report.

Prior to the actual transportation of students, proof of liability insurance by employees and volunteer parent/guardian or legal custodian drivers shall be submitted annually to the Principal. The Principal shall immediately forward a copy of the same to the Crockett County Central Office.

## **USE OF CELL PHONES (PERSONAL)**

A personal cell phone may be carried by an employee of Crockett County Schools during regular work hours; no personal business shall be conducted on personal cell phones in the presence of students.

The use of personal cell phones should be limited during the regular work day to ensure that the needs of the students are fulfilled.

Personal cell phones should not be visible during instruction time since students are not to use cell phones during regular school hours; employees of the school system must serve as appropriate role models.

It is suggested that all employees put their personal cell phone on 'Vibrate' during regular working hours. 'Vibrate' will allow the employee to see message(s) or attempted call(s) without disturbing the school/work environment; this will allow the employee to return the text, or call, outside the presence of students, and obtain coverage for the classroom, if needed.

Employees should be extremely careful when using personal cell phones; students should not be left unattended.

## **INCIDENTS OR ACCIDENTS TO STUDENTS – Board Policy 6.410**

Any incident or accident involving students which occurs on all properties, including individual school sites of the Board of Education and which requires the services of a doctor or which could conceivably have further complications, must be reported on the "Building Incident Form" by the principal and then submitted to the office of the Director of Schools within forty-eight (48) hours. A student accident insurance claim should be filed by the school with Tennessee Risk Management.

Serious accidents should be reported immediately by telephone to the Director of Schools and followed up with a copy of the incident report.

## **MEDICINES**

All medicine and the dispensing of medicine should be in accordance with [Board Policy 6.405](#).

## **STAFF GIFTS – Board Policy 5.605**

Employees of the Board shall not accept gifts from students unless the gifts are of token value only. Employees are prohibited from accepting things of material value from individuals, companies, or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

## **USE OF SCHOOL SYSTEM/SCHOOL'S EQUIPMENT AND/OR MATERIAL**

Employees of the school system are not to borrow and/or use property, equipment, and/or material of the school system or individual schools thereof for their own personal gain.

## **EXPENDITURE OF FUNDS – Board Policy 2.800**

### **Central Office**

All expenditures shall be approved by the Board or the Director of Schools/designee when authorized. No expenditures shall be made except on an approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

### **Individual Schools**

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No checks will be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the office of the Director of Schools in the same manner as salary and other payroll payments. Salaries of substitute teachers relating to restricted class and club accounts will be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.

Employees who authorize or contract for any obligation in violation of the policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

**Money collected by a staff member as a result of fund raisers or other school related purposes shall be deposited daily with the school bookkeeper.**

## **IN-COUNTY SPORTS CAMPS**

All receipts and expenditures for sports camps must be administered through the school activity fund at the school hosting the camp. Enrollment fees should be made payable to the school, not the individual coach.

## **DEPOSIT OF FUNDS – Board Policy 2.500**

### **Central Office**

All income payable to the Board will be deposited with the county trustee who will credit it to the appropriate account.

### **Individual Schools**

All money collected at the building level must be cleared through the principal's office.

The principal/designee and cafeteria manager shall deposit funds daily, if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt number(s). The total amount of deposit shall be shown on the last receipt deposited.

Monies collected at the building level must be deposited to one of these bank accounts:

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings

## **TSSAA HEAT POLICY**

The TSSAA Board of Control has established a Heat Policy for all schools. The policy requires schools to measure the heat index at the location of its activities associated with the sanctioned sports. **No outdoor activities will be allowed when the heat index at the location of the activity is in excess of 104 degrees. This includes practices and contests at any level (varsity, junior varsity, 9<sup>th</sup> grade, middle school, elementary) and at any location.**

## **DESTRUCTION OF AND TAMPERING WITH GOVERNMENTAL RECORDS**

It is unlawful for any person to:

- Knowingly make a false entry in, or false alteration of, a governmental record;
- Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record;
- Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this section is a Class A misdemeanor. (Acts 1989, Ch. 591)

**TCA 39-16-504**

## **SECTION V - EMPLOYEE RELATIONSHIPS**

### **NEPOTISM – Board Policy 1.108**

The director of schools shall not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the director of schools, assistant director of schools, system/school administrator, county commissioner, elected/appointed county official, or any other member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a board member's election.

### **SUPERVISOR-STAFF RELATIONSHIPS**

As an extension of the nepotism and harassment policies, romantic relationships between supervisors and anyone whom he or she directly supervises is strongly discouraged. Such relationships may negatively impact other employees and, therefore, lead to complaints, grievances, or other interruptions of the workplace functioning.

### **STUDENT-STAFF RELATIONSHIPS – Board Policy 5.610**

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members are expected to regard each student as an individual and to accord each student the rights and respect that is due.

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. Romantic, amorous or sexual relationships, and romantic, amorous or sexual comments or communications in any form between employees and students are prohibited. This includes unprofessional and inappropriate communication.

Examples of unprofessional and inappropriate communications include, but are not limited to:

1. Employees fraternizing or communicating with students in a peer to peer or unduly familiar manner;
2. Writing personal letters, e-mailing, texting or calling student(s) on cell phones about subject matter that is beyond the scope of professional relationship;
3. Sending or requesting suggestive, lewd or indecent pictures or images to students;
4. Discussing or revealing to students inappropriate aspects of private lives or inviting students to do the same; being overly familiar; and
5. Engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

Employees must guard against associations with students that are outside the normal scope of employment and appropriate staff/student relationship. Employees engaging in such inappropriate conduct are subject to disciplinary action. Any extenuating circumstances will be dealt with on an individual basis by the appropriate supervisor or director of schools. Any employee, who has reason to believe that another employee is inappropriately involved with a student, as described, is obligated to report this information to the immediate supervisor.

## **SECTION VI - VIOLATIONS OF POLICIES AND REGULATIONS**

All employees are required to abide by Crockett County Schools' policies and procedures as well as applicable state and federal laws and regulations. Suspected violations of policy and procedure will be investigated. Failure to abide by applicable policies, laws, and regulations or engaging in actions which discredit Crockett County Schools can result in disciplinary action, up to and including termination.

### **EMPLOYEE DISCIPLINE**

An employee of Crockett County Schools shall not engage in any criminal, dishonest, immoral, or disgraceful conduct or behavior, activity, or association, which discredits the employee and/or the school system. These actions may be considered grounds for dismissal. Each employee is expected to conduct himself/herself, both on and off the job, in such a manner as to reflect credit on himself/herself and the school system.

An employee may be disciplined for such actions as follows (list not inclusive):

- Absent without available leave;
- Absence without timely notification (before the worker is scheduled to begin work);
- Excessive/habitual tardiness;
- Neglect of duty;
- Failure to perform assigned duties;
- Inefficiency in the performance of duties;
- Any act of insubordination or disrespect to a supervisor;
- Use, and/or possession, of illegal drugs or being under the influence of illegal drugs at any time;
- Use, and/or possession of alcohol while on duty or being under the influence of alcohol while on duty or when reporting for duty;
- Use of illegal drugs or alcohol while off duty which reflects discredit upon the employee or the school system;
- Positive test result(s) from alcohol/drug test;
- Violation of any of the rules and regulations of the Board of Education;
- Neglect or disobedience of lawful and reasonable orders of a supervisor;
- Immoral conduct;
- Conviction of a felony or a misdemeanor;
- Any breach of discipline;
- Incompetence;
- Discourteous treatment of the public, other employees, and students;
- Dishonesty;
- Harassment/sexual harassment;
- Inappropriate socializing/fraternizing with students;
- Being convicted of a misdemeanor involving illegal substances;
- Disclosing confidential information to unauthorized persons;
- Mental or physical abuse of a student or staff member;
- Failure to report an arrest;
- Abuse of sick leave;
- Inability, for whatever reason, to perform the duties assigned; and
- Any conduct unbecoming to an employee of the school system.

Disciplinary actions may also be taken for actions other than those listed above.

Walking off the job site will result in a recommendation to the Director of Schools for immediate dismissal. Refusal to accept a transfer to a different work site will result in a recommendation to the Director of Schools for immediate dismissal.

## **PROGRESSIVE DISCIPLINE**

Crockett County Schools follows a progressive discipline model and requires due process when dealing with issues of unsatisfactory employee performance. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. The typical steps are as follows:

1. **Oral Discussion/Verbal Warning** – This is an informal conference during which there is initial discussion of behavior that does not meet performance standards.
2. **Conference of Concern** – This is a formal conference which is documented in writing and may be placed in the employee's personnel file. The behavior that is to be corrected is clearly identified during the conference in writing. Follow-up expectations are included in the written document that is signed by the administrator, employee, and witness, if applicable.
3. **Written Reprimand** – this serves as a written sanction and admonishment of the employee and is placed in the employee's personnel file. A written reprimand may be given when the performance issue(s) persists after one or more conferences of concern has been issued and reasonable time to improve has been provided. If a first offense procedure violation is sufficiently severe to warrant it, a written reprimand may be issued.
4. **Written Reprimand with Suspension/Demotion** – Due to an employee's continued disregard of prior notifications or due to the severity of the performance/behavior issue, punitive action may be taken by the Director of Schools. After given due process, the Director of Schools may choose to suspend an employee with or without pay or demote an employee.
5. **Dismissal** – Termination is the final action and typically taken after other options have been exhausted and the employee has been given due process. Only the Director of Schools may dismiss an employee.

Depending upon the degree and severity of an employee's misconduct or policy violation, the employee may be immediately recommended for punitive action, up to and including dismissal, at the discretion of the Director of Schools.

### **Report of Arrest/Finding**

If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor within forty-eight (48) hours of the arrest.

The employee shall notify the Director of Schools (within forty-eight hours of receiving such notice) if the *Department of Children's Services* finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children's services names the employee as an indicated perpetrator of child abuse.

Appropriate disciplinary action up to, and including, dismissal shall take place if this notice is not provided as note



## **NOTIFICATION TO OFFICE OF LICENSURE**

Regarding Denial and Revocation of License

*per MRR 0520-02-03-.09(5)*

It is the responsibility of the Director of the employing public or non-public school or school system to inform the Office of Licensure of licensed teachers or administrators who have been suspended or dismissed, or who have resigned, following allegations of conduct which, if substantiated, would warrant consideration for license suspension or revocation. The report shall be submitted within thirty (30) days of suspension, dismissal, or resignation. The superintendent shall also report felony convictions of licensed teachers or administrators within thirty (30) days of receiving knowledge of the conviction.

The State Board of Education may revoke, suspend, or refuse to issue a license for the following reasons:

1. Conviction of a felony;
2. Conviction of possession of narcotics;
3. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing or consuming alcohol or illegal drugs;
4. Falsification or alteration of a license or documentation required for licensure;
5. Denial, suspension or revocation of a license or certificate in another jurisdiction for reasons which could justify denial, suspension or revocation under this rule; or
6. Other good cause. Other good cause shall be construed to include noncompliance with security guidelines for TCAP or successor tests pursuant to TCA § 49-1607, default on a student loan per TCA § 49-5-108(d)(2), or failure to report.

For purposes of this part, “conviction” includes entry of a plea of guilty or nolo contendere or entry of an order granting pre-trial or judicial diversion.

A person whose license has been denied, suspended or revoked may not serve as a volunteer or be employed, directly or indirectly, as an educator, educational assistant, substitute teacher or in any other position during the period of the denial, suspension or revocation.

Any person whose license is to be denied, suspended or revoked as stated above or who is refused a license or certificate shall be entitled to written notice and an opportunity for a hearing to be conducted as a contested case under the Tennessee Uniform Administrative Procedures Act.

### **DEPARTMENT OF CHILDREN’S SERVICES – Board Policy 5.106, 5.611 and TCA 59-5-413(e)(1)**

The employee shall notify the Director of Schools (within forty-eight hours of receiving such notice) if the department of children’s services finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children’s services names the employee as an indicated perpetrator of child abuse. The school system cannot employ, or continue to employ, such employee if the department of children’s services finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children’s services names the employee as an indicated perpetrator of child abuse.

## SECTION VII – COMPENSATION

### EMPLOYEE TYPES - Board Policy 5.102

- **Certified** – These employees must hold a valid license issued by the Tennessee Department of Education and be currently working in a position which requires said license. Certified staff members require a valid professional license based on training that covers the subject or grades taught and/or a specialty service area (e.g. school counselor) in accordance with rules and regulations of the State Board of Education.

**It is the responsibility of the certified employee to maintain a valid license for the position for which he/she is employed.** Every certified employee must establish and utilize the services provided through TNCompass to properly maintain the required license.

The most current information about licensure can be found at [Educator Licensure – State of Tennessee](#).

- **Non-certified** – These employees work in positions that do not require certification in accordance with the rules and regulations of the Tennessee Department of Education. Classified employees are also referred to as support employees. Non-certified personnel include the following personnel: bookkeepers, secretaries, clerical workers, administrative assistants, maintenance employees, custodians, school nutrition workers and managers, educational assistants (including special education), technology employees, and transportation employees.

- **Substitute** – Board Policy 5.701

These employees work ‘as needed’ as a replacement for the regular employee in a teaching assignment. These employees may also work in the place of the regular school nutrition employee, educational assistant or custodian, and possibly other positions when specifically approved to do so.

- **Interim** – Board Policy 5.700

These employees hold a position for a teacher or employee who is on leave for twenty days or more. For teaching and other certified positions, interim employees must be properly licensed and are paid based on degree and experience just like regular, certified staff.

Interim employees have no guarantee of a position beyond the time that the original employee is on leave. When the original employee returns to work, the interim employee is no longer needed and relinquishes the position.

### SALARY SCHEDULES

The employee’s base wages and/or salary is determined annually by schedule, step (verified experience), and degree, when applicable.

#### Experience Verification

In most cases, prior teaching experience (in public school) can count for salary purposes. New certified employees are required to provide a *Verification of Experience* form for all school systems upon initial employment; all verified experience must be signed by the authorized person in the former school system.

It is the employee's responsibility to submit the appropriate form(s) for both in-state and out-of-state experience as soon as possible after the applicant accepts an offer of employment. A separate form must be submitted from each school system in which the applicant was previously employed.

A certified employee will only be paid for the verified experience. The burden of proof for experience rests with the individual certified employee. Crockett County Schools is responsible for verifying all accepted experience.

### Degrees/Endorsements

Upon completion of all requirements (including but not limited to coursework and required national tests) for an additional degree and/or endorsement, the employee must complete the required paperwork with the institute of higher education. The employee must work through TNCompass to have the degree and/or endorsement added to the current license.

An employee can only be paid for an advanced degree when it is included in the employee's record at the state's Office of Licensure.

In the spring of each year, certified employees are asked to inform the Payroll Department of anticipated new advanced degrees to be earned by January 1 of the following year; this information is needed for budget purposes. Failure to notify as requested can result in the employee not receiving the pay advancement until the following school year.

### **SUPPLEMENTS**

Coaching assignments, cheerleader sponsor, and other similar responsibilities are made by the school principal (after being approved by the Director of Schools) on an annual basis. Supplements for most of these activities are included in the annual 'Terms of Employment' and then the monthly wages of certified employees. The remaining supplements are paid after the sport season has been completed and when the coach, athletic director, and school principal indicate that the duties and responsibilities were appropriately completed.

An employee does not have the guarantee, or the right, contractual, or otherwise, to anticipate a particular assignment with associated supplement to continue from year-to-year.

### **PAYROLL – Board Policy 2.802**

Regular monthly pay deposits are made on the 5<sup>th</sup> of the month or the last working day prior to the 5<sup>th</sup>.

Any change required by the employee in regard to payroll deduction should be submitted to Payroll by the 25<sup>th</sup> of that month.

### **AUTOMATIC PAYROLL DEPOSIT**

All employees of Crockett County Schools are paid via electronic disbursements. Upon initial employment, a blank voided check is required to ensure that the appropriate tracking number is used.

Paystubs are provided electronically by 5-Points at [www.mybenefitschannel.com](http://www.mybenefitschannel.com). A Password and User ID are required for the employee to use the portal. The electronic paystub includes leave days earned, leave days taken, and the accumulated balance of each (as of the end of the preceding pay period).

### **PAYROLL DEDUCTIONS**

Mandatory deductions from gross pay include Social Security, Medicare, federal income tax withholding, retirement contribution, court-ordered garnishment, and IRS levies.

## **SECTION VIII – BENEFITS**

### **HEALTH INSURANCE**

All full time employees and their eligible dependents may apply for Group Health Insurance during their first 31 days of employment. If insurance is declined during this first eligibility window, it will not be offered again until the annual open enrollment period. If insurance is selected, coverage will be effective on the first day of the next month following employment and must remain effective until the end of the calendar year.

#### **Annual Enrollment Period**

Annually in the fall, usually October, employees have an opportunity to enroll in new coverage and cancel or make changes to existing coverage. No additions, deletions or changes can be made at any time other than the annual enrollment period unless there is a qualifying event.

#### **Qualifying Event**

If an employee's status is affected by a marriage, divorce, birth or adoption of a child or change in spouse's employment, it is considered a qualifying event and allows the employee to make the necessary changes within a 60 day window of the event. It is the responsibility of the employee to provide the Payroll Department with the information necessary to implement the change.

#### **Supplemental Insurance**

All employees are eligible to purchase Group Dental and Vision Insurance Coverage. Eligibility rules are the same as with health insurance.

### **RETIREMENT ACCOUNT/PENSION-TCRS**

The most current information regarding retirement and retirement benefits can be found at Tennessee Consolidated Retirement Plan.

Any unused sick leave at the time of retirement will be used to figure your monthly benefit.

Every employee is strongly encouraged to set up his/her individual account at the retirement system at [mytcrs.tn.gov](http://mytcrs.tn.gov). Annual statements and retirement applications are available online only. You will also be able to add, delete, or change your beneficiary at this site.

## **SECTION IX – TIME AWAY FROM WORK**

### **SICK LEAVE – Board Policy 5.302**

Sick leave is earned at the rate of one sick leave day for each (20) days worked by all employees.

Sick leave may be used for any of the following: illness of the employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of the employee. Sick leave may also be used for a doctor/dentist appointment.

Subject to the following conditions, sick leave used by an employee must be excused by a physician's note:

1. If the day is immediately preceding or following a holiday or vacation period;
2. If the day is during any prior established student exam period.

Verification from the attending physician is required after three (3) consecutive days of absence for all employees.

Upon retirement, any employee who accumulated sick leave under the applicable provision of the law shall be eligible to use the accumulated sick leave as creditable service. Each 20 days of sick leave shall equal one month of retirement credit and can be used to meet the minimum service requirements for retirement.

### **PERSONAL LEAVE – Board Policy 5.303**

All employees earn personal leave at the rate of one day for each half-year employed for a maximum of two (2) days per year.

Personal leave remaining unused at the end of the school year is credited to sick leave, effectively at the end of the fiscal year.

## **SECTION X - EMPLOYEE WELFARE**

### **INCLEMENT WEATHER – Board Policy 1.8011**

From time to time it is necessary to delay or cancel classes across the school system due to poor road or school access conditions that have been caused by inclement weather such as rain or snow.

The Director of Schools is the only person who may make the decision to close school for any reason. The intent is to make the decision as early as possible to allow parents time to make appropriate arrangements. In the event that the decision to cancel school or delay school must be made in the early morning hours, this decision should be made prior to 6:00 a.m. if at all possible. As soon as the decision to delay or close school is made, the Director of Schools will use all means available to inform the public including news media, internet, e-mail, text and mass telephone notification.

When school is released early due to weather, the Central Office and all school offices will remain open and operational until it is reasonably confirmed that all students have safely reached their homes or have been picked up by their parents or guardians. School personnel must stay until release by building administrator.

No school will cease operation or make a decision to close until the principal reports to the Director of Schools' office and receives permission to do so from the Director, or until a system-wide decision has been made and communicated.

The director of schools shall decide whether or not scheduled activities in which students are involved will be postponed or cancelled when school is not in session or is dismissed early.

### **EMERGENCY/CRISIS MANAGEMENT – Board Policy 3.202 and 3.203**

The system's Emergency Operations Plan (EOP) contains specific procedures to be used for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies. The school principal shall develop and implement emergency preparedness drills for the school for fire and tornado in compliance with state law; these drills shall be in conjunction with emergency response agencies when appropriate.

The principal at each school shall also develop an Individual Emergency Operations Plan (IEOP) for use in times of crisis, including but not limited to suicides, shootings, death of a student, parent, or faculty/staff member in conjunction with the system's plan. The principal shall also appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis.

In the event of a crisis, the principal shall notify the Director of Schools and the Crisis Team members. Appropriate notification to the available emergency services (police, fire, ambulance, etc.) is critical.

### **SAFETY – Board Policy 1.501, 1.808, 3.201 and 3.205**

Safety is a major concern of the Crockett County School System.

To encourage safety, all staff members are strongly encouraged to report current and potential hazards to their immediate supervisors. At each school, the principal is to develop procedures for keeping school facilities safe and free from hazards.

The Board maintains adequate workers' compensation coverage according to state statutes; a printed notice of such is posted and maintained in a conspicuous place at each and every work site as prescribed by the commissioner of labor and workforce development.

If an employee is injured on the job, the employee must immediately contact the principal or supervisor, and the employee must immediately file a claim at the Central Office or the claim will be denied. The claim must be reported and filed within twenty-four (24) hours of the occurrence of the injury. A panel of three (3) local doctors has been established to treat workers compensation injuries for the school system.

Please call the workers' compensation designee at the Central Office (696-2604) for more information prior to actually visiting a physician if it is not an emergency. In case of severe injury or trauma when immediate attention is needed, an ambulance should be called and the injured worker taken to the nearest emergency room.

## **EXPOSURE CONTROL PLAN**

*The plan is posted on the system's web-site.*

In an effort to reduce occupational exposure to the Hepatitis B virus and other blood borne pathogens, all employees should consider blood and other body fluids from all individuals to be potentially infectious.

Precautionary measures must be taken to protect all employees from health concerns which might develop because of inadvertent contact with blood and/or Other Potentially Infectious Materials (OPIM).

### **Universal Precautions in Schools**

All employees will use Universal Precautions. Universal Precautions is an infectious control method that requires employees to assume that all human blood and specified body fluids are infectious to HIV, HBV, HCV and other blood borne pathogens. The specified body fluids are referred to as "other potentially infectious materials" (OPIM). OPIM can be the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids, amniotic fluid which surrounds a fetus, any body fluid that is visibly contaminated with blood (saliva, sweat, tears, vomit, urine, feces, nasal secretions), and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue (severed limbs, fingers, etc.).

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. School employees should be prepared to use proper precautions prior to contact. Diligent and proper hand washing, the use of protective gloves, and proper decontamination of spills are essential techniques of infection control. All individuals should practice universal precautions when responding to situations where blood and/or OPIM may be contacted.

### **Hand Washing**

- Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands and wrists should be removed prior to washing and kept off until the completion of the procedure and hands are rewashed.
- The use of running hot water, lathering with soap, and using friction to clean all surfaces is the key. Complete the process by rinsing well with running hot water and drying hands with paper towels.
- Hands should be washed before physical contact with individuals and after the contact is completed.

- Hands should be washed after contact with any equipment.
- If hands (or other skin) come in contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.

### **Barriers**

- Barriers anticipated to be used at school include disposable gloves and absorbent materials. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents.
- Gloves should be worn when in contact with blood and/or OPIM. Gloves should be removed without touching the outside and disposed of after each use.

### **Disposal of Waste**

- Blood and/or OPIM, used gloves, and absorbent materials should be placed in plastic bags (double-bagged) and disposed of. Bodily wastes such as urine, vomit, or feces should be disposed of in the sanitary sewer system. It is anticipated schools would only have regulated wastes in the case of a severe incident. Red bags are available at each school site; they should be used when needed and then properly disposed of.

### **Clean-Up**

- Spill of blood and/or OPIM should be cleaned up immediately.
- Wear gloves.
- Clean up the spill with paper towels or other absorbent materials.
- Use a solution of CDC 10 to disinfect the area. This solution will have a contact time of ten (10) minutes with the contaminated area.
- Other approved disinfectant may also be used. Be sure to wash the area well.
- Dispose of gloves, soiled towels, and other wastes in a plastic bag (double-bag).
- Clean and disinfect reusable supplies and equipment

### **Exposure**

- An exposure incident is an accidental or inadvertent exposure to blood and/or OPIM through contact with broken skin, mucous membrane, or by needle or sharp stick, which requires immediate washing, reporting and follow-up.
- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) exposure of broken skin occurs, wash the area thoroughly.
- If a cut or needle stick occurs, wash the area thoroughly with soap and water.
- The exposure incident should be reported immediately to the immediate supervisor or school principal.



### **Personal Protective Equipment**

- Appropriate personal protective equipment, such as gloves, is provided at no cost to the employee.
- Employees are encouraged to use appropriate protective equipment when needed.
- Appropriate personal protective equipment is readily accessible at each work site and/or issued to the employees.
- Personal protective equipment is repaired or replaced as needed to maintain its effectiveness at no cost to the employee.
- Personal protective equipment should always be removed prior to leaving the work area.
- Gloves should be worn when it can be reasonably anticipated that the employee may have had contact with blood and/or OPIM, and when touching contaminated items or surfaces.
- Disposable (single use) gloves are to be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Disposable (single use) gloves should never be washed and/or decontaminated for re-use.

### **Housekeeping**

- All work sites are maintained in a clean and sanitary condition. An appropriate work schedule for cleaning and decontamination should be maintained at each work site. The location of the facility, type of soil present, and tasks or procedures are considered when creating the schedule.
- All equipment, environmental, and working surfaces are cleaned and decontaminated after contact with blood and/or OPIM.
- Contaminated surfaces are decontaminated with an appropriate disinfectant (as described earlier) immediately, or as soon as possible.
- Protective coverings, such as absorbent paper used to cover surfaces, are removed and replaced as soon as feasible when contaminated.
- All bins, pails, cans, and similar reusable receptacles which have a reasonable likelihood for becoming contaminated with blood and/or OPIM are inspected and decontaminated on a regularly scheduled basis.
- Items are cleaned and decontaminated immediately, or as soon as feasible, when visible contamination is noted.
- Broken glassware, which may be contaminated, should not be picked up directly with the hands. It should always be cleaned up using mechanical means (forceps, tongs, dustpan, shovel, broom, etc.).

### **Follow-up Procedures in the Event of an Exposure Incident**

- An exposure incident is specific eye, mouth, or skin contact with blood and/or OPIM which results from the performance of job duties (such as response to an accident).
- An employee shall immediately report an exposure incident to the immediate supervisor.

All employees of the school system should be able to answer the following five (5) questions:

1. **What does “Universal Precautions” mean?** *Universal Precautions is an infectious control method that requires an employee to assume all human blood and specified body fluids are infectious.*
2. **What do you do when there is a blood spill?** *Personal protection – use protective equipment, proper hand washing. Clean up and disposal – clean up immediately. Disinfectant – use bleach diluted with water in a 1:10 ratio.*
3. **What do you do with contaminated laundry?** *As soon as possible, change clothes, bag the contaminated laundry, then dispose of it appropriately.*
4. **Have you been offered the Hepatitis B vaccination free of charge?** *Yes.*
5. **Where is the “Exposure Control Plan”, has it been explained to you, and have you been trained?** *A copy of the plan is located in the office. Yes, it is explained at annual training.*

## **SECTION XI – ENDING EMPLOYMENT PRACTICES**

### **NON-RENEWAL – Board Policy 5.201**

#### **Non-certified and non-tenured certified employees**

The Director of Schools is under no obligation to re-employ non-tenured teachers or non-certified employees at the end of the school year. If the director of schools determines not to renew the employment of a non-tenured teacher or non-certified employee, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be hand delivered and/or sent to the employee by registered mail so that it will be received by the employee not later than five (5) business days following the last instructional day of the school year.

### **DISMISSAL**

#### **Non-certified Employees – Board Policy 5.202**

All non-certified employees are ‘at-will’ employees of the Director of Schools with no annual employment agreement. These employees may be terminated for any reason by the Director of Schools. If/when terminated, these employees shall be paid all earnings authorized or due at the end of the next pay period.

#### **Non-tenured Teachers – Board Policy 5.201**

The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

*TCA 49-2-301(b)(1)(GG)*

*TCA 49-5-512(d)*

#### **Tenured Teachers/Certified Personnel – Board Policy 5.200, 5.117**

Tenure means that the properly licensed certified employee will be continually employed (from school year to school year) by the school system. Tenured teachers can be dismissed for cause.

*TCA 49-2-301(b)(1)(J)*

*TCA 49-1-606(a)*

*TCA 49-2-203(I)*

*TCA 49-5-504(b)*

Tenure is an employment status which is awarded annually by the Crockett County Board of Education to the qualifying certified employees who are recommended by the Director of Schools as noted in Board Policy 5.117.

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than three days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse.

## **RESIGNATIONS**

### **Non-certified Employees – Board Policy 5.202**

Shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reasons. The immediate supervisor shall forward the original copy of the resignation immediately to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

### **Teachers/Certified Employees – Board Policy 5.200, 5.201**

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 an employment agreement are as follows:

- 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; and
- The release by the Board of the teacher from the agreement which the teacher has entered into with the 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 employment agreement, 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.

**RETIREMENT – Board Policy 5.200, 5.201, 5.202, TCRS\***

**Non-certified and Certified Employees**

Retirement means a termination of services under conditions which shall allow the employee to draw benefits from retirement plans.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits. It is the responsibility of the retiring employee to file for benefits.

\*TCRS – Tennessee Consolidated Retirement System

