

# Employee Handbook 2025-2026

---



**Polly Spencer**

ROBERTSON COUNTY SCHOOLS | 800 MS COUTS BLVD, SPRINGFIELD, TN 37172

Revised March 12, 2026

# Robertson County Schools

<b>INTRODUCTION .....</b>	<b>1</b>
<b>CORE BELIEFS:.....</b>	<b>1</b>
<i>Purpose</i> .....	1
<i>Trust</i> .....	1
<i>Communication</i> .....	1
<i>Collaboration</i> .....	1
<i>High Expectations</i> .....	2
<i>Respect</i> .....	2
<i>Knowledge</i> .....	2
DISTRICT ORGANIZATION .....	3
FUTURE CHANGES .....	3
<b>GENERAL TERMS OF EMPLOYMENT .....</b>	<b>4</b>
EQUAL OPPORTUNITY EMPLOYMENT .....	4
HARASSMENT/DISCRIMINATION.....	4
TITLE IX & SEXUAL HARASSMENT .....	4
SECTION 504 AND ADA GRIEVANCE PROCEDURES .....	5
HIRING .....	5
CRIMINAL BACKGROUND CHECK.....	5
HEALTH CERTIFICATION/MEDICAL EXAM .....	5
WORK SCHEDULE .....	6
RESIGNATION .....	6
EVALUATION MODEL .....	6
PERSONNEL RECORDS .....	6
SALARIES AND PAYROLL .....	7
<b>BENEFITS AND LEAVES.....</b>	<b>7</b>
INSURANCE .....	7
SALARY DEDUCTIONS .....	7
VACATIONS AND HOLIDAYS .....	8
LEAVE POLICIES.....	10
PERSONAL LEAVE.....	10
SICK LEAVE.....	10
SICK LEAVE BANK .....	10
FAMILY AND MEDICAL LEAVE (FMLA) .....	10
MATERNITY/PATERNITY LEAVE .....	11
PAID PARENTAL LEAVE .....	11
EXTENDED DISABILITY LEAVE .....	12
EDUCATIONAL LEAVE .....	12
BEREAVEMENT LEAVE.....	12
JURY LEAVE .....	12
MILITARY SERVICE LEAVE .....	12
PHYSICAL ASSAULT LEAVE .....	13
UNPAID LEAVE.....	13
<b>EMPLOYEE CONDUCT .....</b>	<b>13</b>
ETHICS .....	13
ABSENTEEISM/TARDINESS/SUBSTITUTES .....	15
CONFIDENTIALITY .....	15
FUNDRAISING ACTIVITIES .....	15
POLITICAL ACTIVITIES .....	16
DRUG-FREE/ALCOHOL-FREE SCHOOLS .....	16

# Robertson County Schools

DUTY TO REPORT ARRESTS/CRIMINAL CITATIONS..... 16

WEAPONS..... 16

TOBACCO PRODUCTS ..... 16

USE OF SCHOOL FACILITIES..... 17

USE OF SCHOOL PROPERTY ..... 17

RESPONSIBLE USE OF TECHNOLOGY ..... 17

ASSAULTS AND THREATS OF VIOLENCE ..... 17

CHILD ABUSE REPORTING ..... 17

COMPLAINTS/GRIEVANCES..... 18

GIFTS ..... 18

SOLICITATIONS..... 18

OUTSIDE EMPLOYMENT OR ACTIVITIES ..... 19

DRESS AND APPEARANCE ..... 19

**ACKNOWLEDGEMENT FORM ..... 21**

# Robertson County Schools

## Introduction

### **Mission:**

To ensure each student is prepared to succeed in life.

The mission explains the district's reason for being and how stakeholders are served. A commitment to transforming schools by identifying challenges and providing clear pathways to success supports a clear focus on students. By investing in the principle that all students can succeed and meet their highest potential and by recognizing that success in life is often correlated to a strong educational foundation, the vision of Robertson County Schools articulates the duty and purpose of the district.

Based on this purpose, our vision defines what we will become. As a learner-centered organization, we are committed to investing in the holistic student and to building ethically responsible and active contributors to society. We become a community of life-long learners.

### **Vision:**

Robertson County Schools will enable all students to reach and exceed high academic standards while empowering them to succeed in a technologically advanced and culturally diverse society.

### **Core Beliefs:**

#### **Purpose**

We believe there is no profession with a greater purpose than ours. We understand our responsibilities are complex. We develop minds and character. We inspire those in our care to think, to question, and to imagine a life better than the present. We recognize there is a ripple effect within our work: well-rounded, educated students lead to improved communities, a stronger nation, and an informed society.

#### **Trust**

We believe that trust is the foundation from which all other core beliefs develop. Trust is essential if an organization is to thrive and succeed. We recognize trust is multifaceted – it involves competence, character, and contractual obligations. It is developed and earned over time through our words and our actions. We acknowledge that trust generates commitment, fosters teamwork, and promotes progress.

#### **Communication**

We believe effective communication determines whether we fall short or succeed as an organization. At a basic level, efficient communication provides guidance for our daily work. In voicing our expectations, we must be intentional and consistent. At a deeper level, our communication practices value the ideas and opinions of all involved. These practices are open, honest, and purpose driven.

#### **Collaboration**

We believe collaboration creates a culture of continuous improvement. We know effective collaboration is driven by a common mission. It occurs within a context of trust

# Robertson County Schools

and respect. Through collaboration, we support innovation, solve problems, and provide for high levels of student learning. We recognize our work is too important to attempt in isolation.

## **High Expectations**

We believe high expectations result in high performance and are the right of every individual connected to our school community. Equality, appropriate levels of challenge, and accountability are necessary in a culture of high expectations. We support this belief through the decisions we make and the resources we provide. We expect success – wasted time and mediocrity are unacceptable.

## **Respect**

We believe respect is dependent upon feeling safe, supported, engaged, and valued. We know fairness, equality, truth, and civility are precursors to earning one's respect. We recognize and appreciate everyone's voice. We value diversity in individuals' backgrounds, experiences, approaches, and ideas.

## **Knowledge**

We believe operating without accurate knowledge is educational malpractice. It is our responsibility to continually seek current and relevant knowledge to guide our practices. We believe this is how we reach excellence. It is also our responsibility to transfer the need for knowledge to our students. A life-long learner seeks improvement for self and for the community as a whole. Knowledge sustains our journey.

# Robertson County Schools

## District Organization

The Robertson County School System operates under the direction of a six-member school board and a director of schools. Members are elected by popular vote in county elections. They serve staggered, four-year terms. The director of schools is appointed by the board members.

The school board is a critical link to the community at large. It has developed a mission and vision that strongly affect the day-to-day operations of the Robertson County School System. The Board works as a team to ensure fiscally sound policies and to guarantee citizens that policies and practices focus on success for all students.

## Future Changes

Although every effort will be made to update the handbook on a regular basis, the Robertson County School District reserves the right to change this handbook and any procedures, benefits, and terms of employment without notice, except as may be required by contractual agreements and law. As a result, the online version of the handbook shall be the official version.

# Robertson County Schools

## General Terms of Employment

### Equal Opportunity Employment

The Robertson County School District is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Questions concerning District compliance with state and federal equal opportunity laws can be directed to Supervisor of Human Resources at the Central Office at 615-384-5588. For additional information, see Board Policy 5.104.

### Harassment/Discrimination

Any employee who believes that he/she, or any other employee, student, or visitor to the school or District, has been subjected to harassment or discrimination shall bring the matter to the attention of his/her principal/immediate supervisor. Concerns may also be brought to the Supervisor of Human Resources or the Director of Schools per board policy. The Human Resources Supervisor may be reached by calling the district office at 615-384-5588.

Employees shall not be subject to any form of retaliation for reporting in good faith. For additional information concerning reporting and responding to alleged incidents, see Board Policy 5.500.

### Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by contacting the Human Resources Supervisor or Student Services Supervisor.

For additional information concerning Title IX and sexual harassment, see Board Policy 6.3041.

# Robertson County Schools

## Employee Protections

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is:

- Evidence of gross mismanagement of a Federal contract or grant,
- A gross waste of Federal funds,
- An abuse of authority relating to Federal contract or grant,
- A substantial and specific danger to public health or safety, or
- A violation of law, rule, or regulation, related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The District must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

## Section 504 and ADA Grievance Procedures

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact the Human Resources Supervisor. He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

For more information, refer to Board Policy 1.802.

## Hiring

All professional personnel are required to sign a contract with the District.

A list of all District job openings is available at the Central Office and on the District website. For more information on hiring, refer to board policy Board Policy 5.106.

## Criminal Background Check

All employees are required to undergo a background check, which includes being fingerprinted. The cost of the investigation will be paid by the applicant.

For more information on background checks, refer to Board Policy 5.118.

## Health Certification/Medical Exam

Prior to beginning employment, all certified employees shall present a certificate showing a satisfactory health record.

# Robertson County Schools

## Work Schedule

### **Certified Employees**

The workday for certified employees will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Full-time classroom teachers shall be allotted an individual duty-free planning period of two and on-half (2 ½) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement. For more information see Board Policy, 5.602

### **Classified Employees**

Work schedules for classified employees will be established by the director of schools or the employee's immediate supervisor, consistent with the Fair Labor Standards Act and provisions of this policy. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each work week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 A.M. Saturday until 11:59 P.M. Friday.

## Resignation

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. For more information see Board Policy 5.200.

## Evaluation Model

The District uses the TEAM evaluation model. For questions regarding this, please contact the Supervisor of System Data or Supervisor of Human Resources. For more information on hiring, refer to board policy Board Policy 5.109.

## Personnel Records

A comprehensive personnel file for each employee is maintained in the Central Office. These files contain basic personal information (e.g. name, address) and employment-related information.

Employees may inspect their personnel files by contacting the Human Resources Supervisor at the district office. For more information, see Board Policy 5.114.

# Robertson County Schools

## Salaries and Payroll

Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedure.

Employees are paid via direct deposit according to the salary schedule. Salary schedules are available on the District's website, and employees can obtain a copy through their immediate supervisor.

Overtime work shall be approved in advance by the Director of Schools/designee. Hourly employees required to work in excess of forty (40) hours per week will be paid or given compensatory time at the rate of one-and-a half (1 ½) times the regular rate for all overtime hours in accordance with the Fair Labor Standards Act. See Board Policy 5.602 for additional information.

## Benefits and Leaves

### Insurance

The Board offers medical, dental, and vision insurance to all employees.

All HIPAA protected information that the school district creates, receives, maintains, or transmits will be treated as secure and confidential.

An employee who fails to maintain the security and confidentiality of HIPAA protected information shall be subject to disciplinary action including, but not limited to, termination and/or criminal charges depending on the nature of the violation. Any employee with knowledge of a violation shall immediately file a report with the Director of Schools.

### Salary Deductions

Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the office of the director of schools. See Board Policy 2.803 for more information.

# Robertson County Schools

## Vacations and Holidays

### School-Based Employees

Certified Staff	Classified Staff
12 Paid Holidays	5 Paid Holidays
New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Memorial Day Labor Day Columbus Day Thanksgiving, 3 days Christmas Eve Christmas Day	New Year's Day Labor Day Thanksgiving, 2 days Christmas Day

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

**Certified district level employees working at least 240 days** shall be eligible for vacation pay. The director of schools shall approve the time of the vacation.

Contract	Vacation Days	Holidays
220 Days	0	<b>12 Paid Holidays</b> New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Memorial Day Labor Day Columbus Day Thanksgiving, 3 days Christmas Eve Christmas Day
240 Days	14	<b>13 Paid Holidays</b> New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Memorial Day Juneteenth Labor Day Columbus Day Thanksgiving, 3 days Christmas Eve Christmas Day

# Robertson County Schools

260 Days	16	<p style="text-align: center;"><b>14 Paid Holidays</b></p> New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Memorial Day Juneteenth Independence Day Labor Day Columbus Day Thanksgiving, 3 days Christmas Eve Christmas Day
----------	----	---

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

**No more than one year of vacation days may be carried over to the next year. Vacation will not be reimbursed upon termination of employment.**

**Classified district level employees** shall be eligible for vacation pay. The director of schools shall approve the time of the vacation.

220 days		240 days		260 days	
Experience	Vacation	Experience	Vacation	Experience	Vacation
0-3 years	5 days	0-3 years	7 days	0-3 years	10 days
4-6 years	7 days	4-6 years	9 days	4-6 years	13 days
7-9 years	8 days	7-9 years	11 days	7-9 years	16 days
10 and more	10 days	10 and more	14 days	10 and more	19 days
6 Paid Holidays		10 Paid Holidays		14 Paid Holidays	
New Year's Day Labor Day Thanksgiving (3 days) Christmas Day		New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Labor Day Columbus Day Thanksgiving (3 days) Christmas Day		New Year's Day Martin Luther King, Jr. Day President's Day Good Friday Memorial Day Juneteenth Independence Day Labor Day Columbus Day Thanksgiving (3 days) Christmas Eve Christmas Day	

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

**No more than one year of vacation days may be carried over to the next year. Vacation will not be reimbursed upon termination of employment.**

# Robertson County Schools

## Leave Policies

Employees shall inform their immediate supervisor of any planned or emergency absence as soon as possible. General information regarding the types of leave available is listed below. Please note that, for many types of leave, an advanced, written request is required.

Absence from work that is not covered by an appropriate request for one of the leave options may lead to disciplinary consequences, up to and including termination of employment.

Employees on extended leave who plan to return the next school year shall notify the Director of Schools/designee in writing of their intention to return at least 30 days prior to the date of return.

## Personal Leave

All employees shall earn personal leave at the rate of one day for each half-year employed for a total of two (2) days per year. Additional personal leave may be granted as outlined in the board approved Memorandum of Understanding reached through collaborative conferencing. Any unused personal leave remaining at the end of a year shall be credited to sick leave.

## Sick Leave

Certified Employees shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days. Newly employed certified employees shall be allowed an initial allotment of up to five (5) days of sick leave. If a certified employee uses a part of all of this initial allotment, these days shall be charged to sick leave later accumulated by the same employee. Sick leave shall be cumulative for all earned or transferred days not used.

Classified personnel shall earn one (1) day of sick leave for each month an employee is employed. At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be forfeited.

For additional information, refer to Board Policy 5.302

## Sick Leave Bank

The purpose of the sick leave bank is to provide sick leave to employees who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child). The need for these days shall be verified by a statement from a doctor. For more information, see Board Policy 5.302.

## Family and Medical Leave (FMLA)

# Robertson County Schools

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they: (1) have been employed by the District for twelve (12) months; (2) have worked at least 1,250 hours during the twelve (12) months; and (3) qualify for this leave based one of the reasons below:

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

## Maternity/Paternity Leave

FMLA leave runs concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.

Spouses who are both eligible employees of the District are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons. For additional information, refer to Board Policy 5.305.

## Paid Parental Leave

Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave is to be taken 6 weeks consecutively or in increments of no less than one week.

# Robertson County Schools

Paid leave is to be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave. For additional information, refer to Board Policy 5.305.

## Extended Disability Leave

The Director of Schools/designee may require an employee to provide verification of a medical condition that will justify the need for disability leave.

## Educational Leave

Certified personnel may be granted leave for educational improvements or other sufficient reasons as determined by the director of schools. See Board Policy 5.304 for more information.

## Bereavement Leave

Employees who experience the death of an immediate family member or relative during a regularly scheduled work week, shall be entitled to bereavement leave in accordance with the following schedule:

- Up to five (5) paid days shall be granted upon the death of an employee's parent, spouse, or child.
- Up to three (3) paid days of leave shall be granted in the event of the death of an employee's brother, sister, grandparent, mother-in-law, or father-in-law, or grandchild.
- Two (2) paid days shall be granted in the event of the death of an individual residing in the employee's household who is not a family member.

While these days do not have to be consecutive, they must be used within a reasonable amount of time at the immediate supervisor's discretion. In the event additional time is necessary, a teacher may use accrued sick leave for this purpose.

Employees who wish to utilize leave under this policy should notify their immediate supervisor as soon as possible.

## Jury Leave

If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.

## Military Service Leave

Military leave shall be granted in accordance with state law. Employees are responsible for notifying their immediate supervisor of the relevant dates. A copy of the orders for duty, including the dates of departure and return, shall be submitted when requesting leave.

# Robertson County Schools

## Physical Assault Leave

Physical assault leave shall be grant to teachers who are absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties. Teachers utilizing this type of leave shall receive his/her full salary and full benefits until released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.

## Unpaid Leave

Leave without pay may be granted upon written request to the principal/immediate supervisor.

## Employee Conduct

### Ethics

All employees have an obligation to strive to help each student realize the student's potential as a worthy and effect member of society. In fulfillment of this obligation, all employees shall:

The Teacher Code of Ethics requires educators to:

1. Abide by all applicable federal and state laws;
2. Not unreasonably restrain students from independent action in the pursuit of learning;
3. Provide students with professional education services in a nondiscriminatory manner aligned with accepted best practices known to the educator;
4. Respect the constitutional rights of students;
5. Not unreasonably deny students access to varying points of view;
6. Not deliberately suppress or distort subject matter relevant to student progress;
7. Make reasonable effort to protect students from conditions harmful to learning or to health and safety;

# Robertson County Schools

8. Make reasonable effort to protect the emotional well-being of students;
9. Not intentionally expose students to embarrassment or disparagement;
10. Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation unfairly:
  - a. Exclude students from participation in any program;
  - b. Deny benefits to the student; or
  - c. Grant any advantage to the student;
11. Not use the educator's professional relationship with students for private advantage;
12. Not disclose information about students obtained in the course of the educator's professional service unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
13. Not knowingly make false or malicious statements about students or colleagues;
14. Ensure interactions with students take place in transparent and appropriate settings;
15. Not engage in any sexually related behavior with students, whether verbal, written, physical, or electronic, with or without consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
16. Not furnish alcohol or illegal or unauthorized drugs to students;
17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by students when students are under the educator's supervision on school or District premises, during school activities, or in any private setting;
18. Refrain from the use of alcohol while on school or District premises or during a school activity at which students are present; and
19. Maintain a professional approach with students at all times.

An educator who has personal knowledge of a breach by another educator of the Teacher Code of Ethics shall report the breach to the educator's immediate supervisor or the Director of Schools within thirty (30) days of discovering the breach.

Professional employees shall also familiarize themselves with the consequences of misconduct and potential impacts on licensure per State Board of Education Regulation 0520-02-03-.09.

# Robertson County Schools

All employees shall also adhere to Board Policy 5.611 regarding ethics.

## Absenteeism/Tardiness/Substitutes

Employees shall notify their immediate supervisor when they must be tardy or absent. If a substitute is required, a request should be made in SmartFind.

## Confidentiality

Employees should only have access to confidential student information for legitimate educational purposes. This includes when information is needed in order to perform:

1. Required administrative tasks;
2. A supervisory or instructional task directly related to the student's education; and
3. A service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

At times, employees may receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and personnel information confidential per federal and state law.

Employees are required to confirm with the principal/designee concerning any requests for releasing student records. Except as otherwise permitted by law, employees may only share confidential, personally identifiable student record information with the following:

1. The student;
2. The student's parent(s)/guardian(s); and
3. Other District employees with a legitimate educational interest.

## Fundraising Activities

All schoolwide fundraising activities shall be approved by the Director of Schools. Requests shall be submitted through principals. Employees shall not engage in online fundraising for educational purposes on an individual basis or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

Per board policy, an employee may be authorized to raise and use funds for the following noneducational purposes if approved by the principal:

1. Bereavement support
2. Award recognition
3. Employee morale

# Robertson County Schools

4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, donations, or other sources approved by the Director of Schools.

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.

For additional information, refer to Board Policy 6.701.

## Political Activities

Employees have a right to express their views on any issue but shall, in each case, make clear that the view expressed is not the official view of the Board or District. Employees may, on their own time, campaign for or against any candidate or referendum but are prohibited from using District owned property to engage in political activity. For more information see Board Policy 5.606.

## Drug-Free/Alcohol-Free Schools

Any employee who violates the Board's 1.804 on alcohol and drugs in the workplace shall be subject to disciplinary action, including but not limited to, suspension, termination, and/or referral for prosecution.

## Duty to Report Arrests/Criminal Citations

All employees shall report being charged with any criminal offense to their immediate supervisor within twenty-four (24) hours of the offense. The supervisor shall report the offense to the Director of Schools immediately.

## Weapons

Except where expressly permitted by state law, possessing any weapon or dangerous instrument on school property is prohibited. Except for authorized law enforcement officials, carrying concealed weapons on school property is prohibited. Employees who violate this are subject to disciplinary action including termination.

Employees who know or believe that an employee is in unlawful possession of a weapon on school property shall immediately report this to the local police department and building administration.

## Tobacco Products

# Robertson County Schools

All uses of tobacco or tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the District's buildings and in all vehicles that are owned, leased, or operated by the District.

## Use of School Facilities

Activities sponsored by approved student organizations may utilize school facilities without charge subject to approval by the principal. Use of facilities by community groups is permitted in accordance with Board Policy 3.206.

## Use of School Property

Employees are responsible for the materials, equipment, and supplies assigned to them. In addition, employees are responsible for the reasonable preservation and protection of materials, equipment, and supplies not under their direct control. Employees shall not use any District property for personal gain.

## Responsible Use of Technology

The Board supports the right of employees to have reasonable access to various information formats and believes that it is incumbent upon employees to use this privilege in an appropriate and responsible manner. Before any employee is allowed use of the District's internet or intranet, the employee shall sign a written agreement that sets out the terms and conditions of such use. Any employee who accesses the District's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. For additional information, refer to Board Policy 4.406.

## Assaults and Threats of Violence

Employees shall report all threats (oral, written, or electronic) to their immediate supervisor. Threats will be handled in accordance with Board Policy 6.300.

## Child Abuse Reporting

If employees know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Department of Children's Services, local law enforcement, and the school's Child Abuse Coordinator. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;

# Robertson County Schools

3. The nature and extent of the abuse or neglect; and
4. 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.

## Complaints/Grievances

Employment complaints and grievances shall be submitted in accordance with Board Policy 5.501

Grievances related to evaluations shall be submitted in accordance with Board Policy 5.109.

## Gifts

Employees shall not accept gifts from students unless the gifts are of token value only.

Individual employees shall not give gifts to staff members who exercise administrative or supervisory jurisdiction over them.

Employees may collect money for group gifts, subject to the approval of the principal and in accordance with board policy.

Employees are prohibited from accepting things of material value from individuals, companies, or organizations doing business with the District. Exceptions to this include the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

Any donations to the District shall comply with Board Policy 5.605.

## Solicitations

Employees shall not use their position for personal gain by soliciting students or fellow employees.

Employees shall not be responsible for the collection of any money or the distribution of any fundraising materials within the schools unless such activity has the Director of Schools' written approval.

Employees shall not provide a list of parent(s)/guardian(s), students, or employees for solicitation or other purposes without the prior approval of the Director of Schools.

# Robertson County Schools

## Outside Employment or Activities

Employees shall not perform any duties related to outside employment during regular working hours. For additional information, refer to Board Policy 5.607.

## Dress and Appearance

Each staff member has the responsibility to wear appropriate dress for work according to board guidelines and local school rules.

# Robertson County Schools

## Robertson County Schools Approved Revised 2025-26 Calendar Approved 12/9/2024

JULY							
S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

AUGUST 19 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 20 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 18 DAYS Q1: 47 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 16 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 15 DAYS Q2: 41 DAYS S1: 88 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4: Independence Day

4: ½ Admin Day  
(3 hours)  
- No students  
5: ½ Student Day  
(full day for teachers)

1: Labor Day  
- Schools Closed  
5: Q1 Prog Reports  
15: PD Day (6 hours)  
- No Students

13-17: Fall Break  
- Schools Closed  
24: Q1 Report Cards

3: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
4: Parent-Teacher  
Conferences  
14: Q2 Prog Reports  
26-28: Thanksgiving  
- Schools Closed

19: ½ Day for  
students and staff  
22-31: Winter Break  
- Schools Closed

JANUARY 18 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 15 DAYS Q3: 45 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 21 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 15 DAYS Q4: 43 DAYS S2: 88 DAYS Y1: 176 + 4 SP=180 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-2: Winter Break  
5: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
9: Q2 Report Cards  
19: MLK, Jr. Day  
- Schools Closed

6: Q3 Prog Reports  
16: Presidents' Day  
- Schools Closed

2: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
3: Election Day  
- Schools Closed  
16-20: Spring Break  
- Schools Closed  
27: Q3 Report Cards

3: Good Friday  
- Schools Closed  
24: Q4 Prog Reports

22: Report Card Day  
- ½ Day for  
students & staff  
25: Memorial Day

19 - Juneteenth

Q1 Admin Days Q2 Professional Development Days Q3 System Holiday Q4 Progress Reports/Report Cards \*Includes 15 hours of PD \*uses 3 stockpiled days; 10 days remain [Abbreviated Days (½ Days)]

[Visit our website for the online calendar](#)

# Robertson County Schools

## Acknowledgement Form

Please sign the form below and submit it to the principal/immediate supervisor.

As an employee of Robertson County School District, it is my responsibility to read and review board policies, administrative procedures, as well as the Employee Handbook. The policies and procedures are posted on the website at [www.rcstn.net](http://www.rcstn.net).

\*Note: Policies and Procedures are subject to change as updated from TSBA.

My signature acknowledges that I am responsible for complying with all board policies and administrative procedures, and that I have received a copy of the Employee Handbook.

---

Signature of Employee

---

Date