

ROANE COUNTY BOARD OF EDUCATION
POLICY COMMITTEE
Edward E. Williams Building

REGULAR AGENDA
April 23, 2026

- I. CALL TO ORDER**
- II. #6.4031 PEDICULOSIS (HEAD LICE)**
- III. #1.404 APPEALS TO AND APPEARANCES BEFORE THE BOARD**
- IV. #2.400 REVENUES**
- V. #6.411 STUDENT WELLNESS**
- VI. #1.804 ALCOHOL & DRUGS IN THE WORKPLACE**
- VII. #5.114 PERSONNEL RECORDS**
- VIII. #5.200 SEPARATION PRACTICES FOR TENURED TEACHERS**
- IX. #5.201 SEPARATION PRACTICES FOR NON-TENURED TEACHERS**
- X. #5.202 SEPARATION PRACTICES FOR NON-CERTIFIED EMPLOYEES**
- XI. #5.302 SICK LEAVE**
- XII. #5.400 PERSONNEL HEALTH EXAMINATIONS/COMMUNICABLE DISEASES**
- XIII. #5.403 DRUG & ALCOHOL TESTING FOR EMPLOYEES**
- XIV. #5.606 POLITICAL ACTIVITIES**
- XV. #5.608 TUTORING FOR PAY**
- XVI. #5.800 DIRECTOR OF SCHOOLS**
- XVII. ADJOURNMENT**

Roane County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 06/21/18
		Rescinds: 3.32	Issued: 02/21/13

1 No student shall be denied an education solely by reason of head lice infestation and his/her educational
2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the
3 infestation.

4 It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has
5 pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements
6 for readmission and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has
8 been treated for pediculosis (head lice). This evidence may include but not be limited to:

- 9 (1) proof of treatment with a pediculicide product (head lice shampoo), or
10 (2) satisfactory examination by a school health official.

11 Treatment and prevention procedures shall be developed by the director of schools in consultation with
12 the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to
13 the parent/guardian of any child that has pediculosis.

14 Any subsequent incidents of head lice for a student during the school year shall require submission of
15 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

16 A student shall be expected to have met all requirements for treatment and return to school no later than
17 two (2) days following exclusion for head lice. All days in excess of the allowable period shall be
18 marked as unexcused absences and referred to the attendance supervisor at the proper time.

Roane County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 08/15/24
		Rescinds: 1.404	Issued: 10/24/23

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall
7 determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to
10 individual board members or staff members only upon approval of the Chair. Each person speaking shall
11 state his/her name, address and subject of presentation. Remarks will be limited to three (3) minutes.
12 The Chair shall have the authority to terminate the remarks of any individual who violates state law or
13 does not adhere to board rules.¹ Members of the board and the director may have the privilege of asking
14 questions of any person who addresses the board.

15 *Public Comment Period*²

16 There shall be a public comment period for each meeting with actionable items on the agenda, with the
17 exception of teacher disciplinary hearings. Each speaker shall be given no more than three (3) minutes.
18 Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by
19 the Board.

Legal References

1. [TCA 39-17-306](#)
2. [TCA 8-44-112](#)

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

Roane County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 03/19/24
		Rescinds: 2.400	Issued: 10/19/17

1 *General*

2 Any money collected by any school shall be documented with a receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with
4 the school, including contracts with other schools for interschool events. To be included in this
5 accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees,
6 concessions, and all fundraising activities. Each principal shall determine the reconciliation method to
7 be used for all events which require a ticket.¹

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they
10 were collected. The school shall not require any student to pay a fee to the school for any purpose,
11 except as authorized by the Board. No fees shall be required of any student as a condition to attend the
12 school or use its equipment.² School fees shall be waived for students who receive free or reduced-
13 price lunches.³ No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual sites, receipted and deposited into the
16 appropriate bank account.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected
20 as fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

24 The principal will collect and remit to the central office all money received for use of a particular
25 school facility or other school property.

1 GRANTS

2 Grants for educational purposes made available by the state and/or federal government may be sought
3 by the school district but only when the conditions of their availability are in harmony with the
4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
5 receive grants, but funds shall be recorded in a separate restricted fund account.⁴

6 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

7 District staff are prohibited from collecting funds through online payment methods.

Legal References

1. [TCA 49-2-110\(a\); *Internal School Funds Manual*, Section 5-4](#)
2. [TCA 49-6-3001\(a\); TCA 49-2-110\(c\)](#)
3. [TCA 49-2-114](#)
4. [*Internal School Funds Manual*, Section 4-37](#)
5. [TCA 37-10-101, 102](#)
6. [*Internal School Funds Manual*, Section 5-8](#)

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Roane County Board of Education

Monitoring:

Review: Annually, in
April

Descriptor Term:

Student Wellness

Descriptor Code:

6.411

Issued Date:

09/23/25

Rescinds:

6.411

Issued:

10/08/19

The Board recognizes the value of proper nutrition, physical activity, and other health-conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. The school district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

A school district health advisory council shall be established to serve as a resource to schools for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include, but are not limited to:

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the school district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity policies shall be used as guidance by the council to make recommendations. The Board will consider recommendations of the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 community members, and administrators.² The Team will hold Healthy School Team meetings during
3 the school year to assess needs and oversee planning and implementation of school health efforts. The
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy
6 goals. The assessment will be made available to the public.

7 **COMMITMENT TO NUTRITION**

8 All schools within the district shall participate in the USDA child nutrition programs, which may
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
10 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
13 encouraged. All foods and beverages including vending machines, fundraising items, and concessions
14 shall meet guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in
15 Schools.^{4,5,6} The principal/designee shall be responsible for overseeing the school district's compliance
16 with the State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

17 **FUNDRAISING**

18 Food-and beverages sold that can be consumed on campus during the school day must meet or exceed
19 the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on
20 days per semester in which non-healthy foods may be used for fundraisers.⁵

21 **DISTRICT GOALS**

22 The school district will promote healthy nutrition through various activities, including nutrition related
23 newsletters, informational links on the school district website, healthy eating posters and bulletin
24 boards in dining areas, and informational booths at various community functions. Nutrition education
25 will be offered as part of a standards-based program designed to provide students with the
26 knowledge and skills needed to promote and protect their health as outlined in the State Board of
27 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage
28 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each
29 day with a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall
30 comply with the Smart Snacks in School nutrition standards.⁷

31 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁸**

32 The Board recognizes that physical activity is extremely important to the overall health of a child.
33 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
34 of the school program.

35 Physical education classes shall be offered as part of a standards-based program designed to provide
36 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
37 physical education classes shall comply with the State Board of Education's Physical Education
38 Standards.

Unstructured physical activity periods shall be offered in addition to the school district's physical education program. Elementary school students shall receive a minimum of forty (40) minutes of physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline. Physical activity shall not be withheld from a student as a form of punishment.

COMMITMENT TO CURRICULUM³

All applicable courses of study shall be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX³

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the Tennessee Department of Education.

RECORD KEEPING COMPLIANCE

The school district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁹

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [7 CFR 210.31\(c\)\(3\)\(iii\)](#)
8. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
9. [7 CFR § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415

Roane County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 10/08/19
		Rescinds: 1.804	Issued: 03/23/17

General

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal, and/or referral for prosecution.¹

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

DEFINITIONS

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

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

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

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

ALCOHOL & DRUG-FREE WORKPLACE

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

Legal References

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

Cross References

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

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 05/17/18
		Rescinds:	Issued:

The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;¹
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.²

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;³
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.⁴
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), or the results of individual teacher evaluations of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.⁵
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCS 6311 § 1111 (6)(A)
5. TCA 10-7-504 (f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

Cross References

School District Records 1.407

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 10/27/22
		Rescinds: 5.200	Issued: 10/19/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
7 a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of
8 suspension.

9 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;
13 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
15 represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the
17 tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is
18 deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
30 the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract that 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.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of

Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 10/27/22
		Rescinds: 5.201	Issued: 10/19/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
7 a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full
8 salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;
13 (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties
15 may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
22 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

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

25 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
26 hear the case, and the teacher shall have the right to:

- 27 1. Be represented by counsel;
- 28
- 29 2. Call and subpoena witnesses;
- 30

3. Examine all witnesses; and

4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;

2. Send the record back if additional evidence is necessary; or

3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, 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 sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.⁴

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract 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.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date: 05/20/21
		Rescinds: 5.202	Issued: 05/17/18

1 **SUSPENSION**

2 The Director of Schools/designee may suspend an employee at any time when deemed necessary.¹

3 Under no circumstances shall a Director of Schools suspend an employee with pay. If reinstated, the
4 employee shall be paid full salary for the period of suspension unless suspension without pay is deemed
5 to be an appropriate penalty.

6 **DISMISSAL**

7 All non-certified employees are employed at the will of the Director of Schools. The Director of Schools
8 may dismiss any non-certified employee during the year for any lawful reason.

9 **RESIGNATION**

10 Support personnel shall give the immediate supervisor written notice of resignation ten (10) working
11 days in advance of the effective date of voluntary termination. The ten (10) working days may be waived
12 by the Director of Schools for justifiable reason.

13 The immediate supervisor shall forward copies the day received to the Director of Schools' office. The
14 payroll office will prepare final payment for the next appropriate scheduled pay day.

15 **RETIREMENT**

16 Retirement shall mean a termination of services under conditions which will allow the employee to draw
17 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits
18 may elect to retire at any age according to the provisions of the retirement system.

19 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
20 responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee
21 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
22 employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one
23 hundred twenty (120) days per year without loss of retirement benefits.²

Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

Cross References

Recommendations and File Transfers 5.203

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 04/22/25
		Rescinds: 5.302	Issued: 08/17/23

PROFESSIONAL PERSONNEL

Professional personnel 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.¹

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

A signed statement listing the cause of 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 for sick leave pay. A falsified statement shall be grounds for dismissal.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school district, provided that the Director of Schools of the district in which the accumulated leave was held provides notarized verification.³

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

Upon termination, an employee's accumulated sick leave shall be verified to Tennessee Consolidated Retirement for service credit, i.e., 20 days shall equal one month service credit.

Support personnel who have been members of the Tennessee Consolidated Retirement System (TCRS) may request the transfer of their accumulated sick leave provided proper notarized verification can be obtained.

The immediate supervisor may require documentation from a physician stating the reason for absence.

1 BEREAVEMENT LEAVE

2 Employees are entitled to a maximum of three (3) days of leave in the event of the death of an immediate
3 family member. This includes the employee's spouse, child, stepchild, daughter-in-law, son-in-law,
4 parent, stepparent, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, or
5 grandchild.

6 Bereavement days will be granted as follows for scheduled work days: A maximum of three (3) days
7 will be granted to employees within a seven (7) day period from the date of death and/or date of memorial
8 service. Employees shall be permitted to apply for additional days of sick leave for bereavement if the
9 need exceeds the initial three (3) days allotted under this policy. The Director of Schools or Designee
10 may require documentation to verify the cause or familial relationship involved in any bereavement leave
11 claim.

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804](#); [TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: 05/17/18
		Rescinds:	Issued:

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
2 Employees shall inform the director of schools whenever they contract a contagious or communicable
3 disease.
- 4 No employee who has any communicable disease shall perform his/her duties in any location where such
5 might endanger the health of school children. The board shall require any employee to submit to a
6 physical examination by a physician whenever there is reason to believe that the employee has any
7 communicable disease.²
- 8 The director of schools shall reassign or suspend any employee who is suspected of having a
9 communicable disease which might endanger the health of children, pending investigation and final
10 disposition of the case before the board.³
- 11 To assist the board in making final disposition of the case, the director of schools may refer the case to
12 the County Health Office or other medical experts.
- 13 The board shall use the written report to determine the employment status of the employee.
- 14 A communicable disease is defined as an illness due to an infectious agent or its toxic products which
15 is transmitted directly or indirectly to a well person from an infected person or animal or through the
16 agency of an intermediate animal, host vector, or an inanimate environment. Category I Disease which
17 must be reported to the Roane County Health Department include: anthrax, botulism; cholera;
18 diphtheria; disease outbreaks (food or water borne); encephalitis; hepatitis A; measles; meningitis
19 (meningococcal or haemophilis); influenza; pertussis; plague; polio; rabies (human); rubella; typhoid;
20 and typhus.

Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511(a)(3)

Cross References

Section 504 & ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-202

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 05/17/18
		Rescinds:	Issued:

REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion, should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

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

- 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; or
- 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 the requirements of this policy and all procedures relating to this policy.¹

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 their 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 their 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.

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

5 **Procedures**

6 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct
7 breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees
8 suspected of violating this policy who are involved in a reportable accident or who are periodically or
9 randomly selected. The procedures are designed not only to detect violations of this policy, but also to
10 ensure fairness to each employee. Disciplinary action will be taken as necessary.

11 **Implementation**

12 The director of schools/director of transportation is authorized to implement this policy and procedures
13 for the drug testing program, including a periodic review of the program to address any problems,
14 changes and/or revisions of it, maintenance of all records required by the federal regulations, and
15 determination upon board approval of how the program will be accomplished, whether in-house,
16 contracted or by consortium.

17 **Dissemination**

18 The director of schools/director of transportation shall be responsible for communicating this policy
19 and the procedures to all employees affected by this policy and shall be accountable for its consistent
20 enforcement.² The director of schools/director of transportation is designated to answer questions
21 about this policy, procedures and all other matters involved in alcohol and controlled substance testing
22 of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. 49 USCS § 5331; Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
2. 49 CFR 382.601

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date: 05/17/18
		Rescinds:	Issued:

1 Employees have a right to express their views on any issue, but must in each case make clear that the
2 view expressed is not the official view of the board or school system.

3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
4 prohibited from using system owned property to engage in political activity. System owned property
5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment, electronic
6 equipment and email accounts. Employees shall not use audio or video messages to engage in any
7 political promotion or solicitation during school hours.¹

8 1. Political materials shall not be distributed through the school to students, nor sent home to
9 parents, nor placed in teachers' mail boxes, lounges or on school premises.

10 2. Political materials shall not be distributed through the school system electronic mail. No
11 candidate nor employee may use the email system to disseminate any political material.

12 3. Political signs for people who are running for public office shall not be allowed on school
13 property except those being held by poll workers on election day.

14 4. Political materials shall not be distributed by students in the school buildings or on school
15 grounds whose content reflects interests of a political candidate or political organization.
16 Exception may include school-sponsored mock election for educational purposes.

17 5. Political candidates shall be given the same privileges as other visitors.

Legal References

1. TCA 49-6-2009

Cross References

Board-Community Relations 1.500
News Releases, News Conferences & Interviews 1.503
Advertising & Distribution of Materials in Schools 1.806

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: 05/17/18
		Rescinds:	Issued:

- 1 Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice
- 2 must be limited to those children who the teacher is not currently exercising teaching, administrative or
- 3 supervisory responsibility.¹
- 4 School facilities may not be used for private profit.²

Legal References

1. TCA 49-5-1003
2. TCA 49-2-405(a)

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 05/17/18
		Rescinds:	Issued:

- 1 The director of schools shall be the chief executive officer of the school system and shall have, under
2 the direction of the board, general supervision of all the public schools, personnel and departments of
3 the school system. The director of schools is responsible for the management of the schools under the
4 board's policies and is accountable to the board.¹
- 5 The director of schools, at his/her discretion, may delegate any of his/her duties to other school
6 personnel.

Legal References

1. TCA 49-2-301(a)