

Current LCBOE Policy
Policy 5.303
Personal and Professional Leave

Loudon County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 04/14/05
		Rescinds: 5.303	Issued: 11/09/00

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and
2 rules and regulations of the State Board of Education.

3 All employees shall earn personal and professional leave at the rate of one day for each half-year
4 employed for a total of two (2) days per year. Any personal and professional leave remaining unused at
5 the end of a year shall be credited to sick leave.¹

6 If, at the termination of services, any employee has been absent for more days than leave has been earned,
7 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
8 payment.

9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
11 of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:
 - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on the same
14 day;
 - 15 b. If requested during any prior established student examination period;
 - 16 c. If requested on the day immediately preceding or following a holiday or vacation period.¹

17 Professional leave is a short, temporary absence for the purpose of attending workshops and other
18 meetings relating to school business or serving on boards and commissions which meet during daytime
19 hours when appointed by a mayor, city council, county executive or county commission.²

20 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

21 In addition, certified employees shall be granted leave to serve on any board or commission of the state
22 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
23 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
24 days prior to leave being taken.²

Legal References:

1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205

**TSBA Recommended Update
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 - 16 c. If requested on the day immediately preceding or following a holiday or vacation period.¹
17
 - 18 d. If personal leave is requested for days scheduled for professional development or in-service
19 training, according to a school calendar adopted by the Board prior to the commencement of
20 the school year; or
 - 21
 - 22 e. If personal leave is requested for days scheduled for parent-teacher conferences, according to
23 a school calendar adopted by the Board prior to the commencement of the school year.

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Current LCBOE Policy
Policy 5.701
Substitute Teachers

Loudon County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/10/17
		Rescinds: 5.701	Issued: 10/04/12

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the board of education or by a third party
3 public or private employer through an agreement between such third party employer and the board of
4 education.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the board of education.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are **required**.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with
12 state laws and regulations.

13 A list of substitute teacher(s) will be prepared by the Personnel Director who will maintain file(s) which
14 may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the board of education, the compensation of substitute teachers shall be
17 determined annually by the board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁶

24 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
25 the state salary schedule.¹

26 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
27 efits¹ and may substitute for additional days if the director of schools certifies in writing to the State
28 Board of Education that no other qualified personnel are available to substitute teach.⁷

1 **EMERGENCY NEEDS**

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 **TRAINING AND ORIENTATION**

9 The director of schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
13 limited to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the director of schools, with input from the principals, shall determine which
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
19 the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

**TSBA Recommended Update
Policy 5.701
Substitute Teachers**

Loudon County Board of Education

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LCBOE Current Policy
Policy 5.801

Director of Schools Recruitment and Selection

Loudon County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 08/13/09
		Rescinds: 5.801	Issued: 01/10/02

1 When a vacancy occurs, the appointment of a director of schools is a function of the board.¹ The board
 2 is responsible for finding the person it believes can most effectively translate into action the policies of
 3 the board and the goals of the community and the professional staff.

4 The board may employ a consultant to advise and assist the board in the search and selection process.
 5 However, final selection shall rest with the board after a thorough consideration of qualified applicants.
 6 An interim director of schools appointed during the time of a search shall not become a candidate unless
 7 the Board expressly permits such inclusion in the selection procedures. A board member may not apply
 8 for or in any other way be considered for the position of director of schools.²

9 Prior to conducting a search to fill the position, the board shall initially develop the following:³

- 10 • a job description
 - 11 • a timeline
 - 12 • a process for accepting and reviewing applications
 - 13 • selection procedures which shall include, but not be limited to, the following:
- 14 1. The board may invite the community, including board employees, to participate in the process
 15 of selecting a director of schools. Resumes of persons interviewed by the board shall be
 16 available in the central office for public inspection.
 - 17 2. The interview process for each finalist shall include meetings with various staff and
 18 community groups and an interview with the entire board.
 - 19 3. Candidates shall be interviewed by the board in an open session. Only board members will
 20 be allowed to ask questions during the interview.
 - 21 4. The board will attempt to select a director by unanimous vote, but a two-thirds vote of the
 22 membership of the board shall be required for the appointment of a director of schools.

Legal References:

1. TCA 49-2-203 (a)(15)(A)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(15)(F)

**TSBA Recommended Update
Policy 5.801**

Director of Schools Recruitment and Selection

Loudon County Board of Education

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- 19 3. Candidates shall be interviewed by the board in an open session. Only board members will
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- 21 4. The board will attempt to select a director by unanimous vote, but a majority vote of the
22 membership of the board shall be required for the appointment of a director of schools.

Legal References:

1. TCA 49-2-203 (a)(15)(A)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(15)(F)

**No Current LCBOE Policy
Policy 6.4052
Opioid Antagonist**

**TSBA Recommended Update
Policy 6.4052
Opioid Antagonist**

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Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date:
		Rescinds:	Issued:

1 **General**

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ School
4 nurses and other school personnel expected to provide emergency care to students shall be trained
5 according to the Tennessee Department of Health guidelines. The school nurse or other trained school
6 personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a
7 standing protocol from a physician.

8 **PARENTAL NOTIFICATION**

9 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
10 has been administered.

11 **PROCEDURES**

12 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
13 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604