

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 5.611

## Professional Expectations

July 8, 2020

## Addressing Unprofessional Behavior During Professional Development Opportunities

**Tradition:** We recognize that Oak Ridge Schools has a strong history of demonstrating professionalism while participating in professional development opportunities. The sole purpose of this Administrative Procedure is to clearly communicate staff expectations and successfully address any incidents of unprofessional behavior to assure this tradition continues.

**Expectations:** All staff, certified and noncertified, are expected to conduct themselves in a professional manner during professional development activities. The Oak Ridge Schools' norms include asking questions, engaging fully in the learning process, participating respectfully, listening actively, and remaining solutions-oriented. This expectation does not change due to an employee's disagreement with curriculum implementation, a procedural expectation or a state mandate. Although we encourage and support staff collaboration, rude or argumentative behaviors will not be permitted.

**Investigation:** The Principal or an Executive Director will conduct an investigation to determine if a staff member acted unprofessionally during a professional development activity.

**Required Action:** The following steps will be taken if the investigation supports that a staff member conducted himself or herself in an unprofessional manner during a professional development activity:

1. The Principal or Executive Director will schedule a meeting with the staff member to discuss their unprofessional behavior.
2. Specific behaviors identified as unprofessional during the investigation will be shared.
3. The staff member will be reminded of the following:
  - A. Opportunities are given to provide input regarding curricular and instructional decisions and systemwide initiatives prior to implementation.
  - B. Staff members are not authorized to make final decisions regarding curriculum, instruction, district initiatives and state mandates.
  - C. Staff are required to participate in the training necessary to implement systemwide and state initiatives.
  - D. During a systemwide inservice or training, staff are encouraged to ask questions, seek clarification in a professional manner, and offer constructive suggestions. Unprofessional behavior can include negative comments about the facilitator, openly seeking to create a negative learning environment, and other behaviors that negatively impact the group or the training.
  - E. The unprofessional behavior identified during the investigation will be documented as a written warning. A copy will be filed at the building level.

- F. Further incidents of unprofessional behavior during a professional development activity will be investigated by an Executive Director, resulting in a potential documented official reprimand. Official reprimands will be filed in the appropriate personnel file at school administration.
- G. Any staff member demonstrating a pattern of unprofessional behavior during professional development activities will be recommended to the Superintendent for disciplinary action and possible termination.

### **Clarification of Professional Expectations**

The purpose of this document is to provide staff clear communication regarding professional expectations. The Oak Ridge Schools administration recognizes and appreciates the fact that staff consistently perform job related expectations in a professional manner.

1. **Collaboration** – The Oak Ridge School District is committed to providing a collaborative work culture for all staff using professional learning communities to improve instructional effectiveness and to promote student growth. All staff are expected to participate in developing and maintaining highly effective learning communities by being an actively engaged, solutions-oriented members of their collaborative teams.
2. **Returned Communication Expectation** – At a minimum, staff is expected to respond to emails or phone messages within 48 hours or two business days. In order to convey a high level of professionalism, it is preferred that parents, students and community members receive a response to their email or phone message within 24 hours or one business day.
3. **Student Grades** – Student assignments are to be assessed in a timely manner and student grades should be updated on a weekly basis.
4. **Maximum Days of Professional Development Per School Year** - Our district clearly supports and recognizes the importance of staff members attending professional development opportunities, however, we also recognize the importance of minimizing the number of lost student instructional days. For this reason, staff members will be approved to participate in a maximum of ten professional leave days per year. In addition, approval of a professional leave request may be restricted if an employee has already accumulated multiple absences.
5. **Dress Code** – The Oak Ridge Schools believes that appropriate dress and grooming contributes to a productive learning environment. Teachers are expected to exceed the student dress code by dressing in a manner that is viewed as professional and appropriate in accordance with individual job assignments.
6. **Staff Childcare** – The Oak Ridge Schools recognize that staff members will need to arrange childcare for children who attend school outside of Oak Ridge when surrounding school systems are not in session or canceled due to weather conditions or illness. Although we understand that such challenges will occur, we feel strongly that the decisions of surrounding school systems should not have a negative

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impact on the instructional day of Oak Ridge students. Staff should prepare early for this situation and have a plan in place that will provide childcare for their children and allow staff to report to work. Please be reminded that generally employees are not permitted to bring their children to work. The following statements provide clarification in regard to leave expectations:

- a) Sick leave may not be used to provide supervision for a child who is not sick or is not scheduled to attend a medical appointment.
- b) Personal leave or a day without pay must be used to provide childcare for a child who is not sick or is not scheduled to attend a medical appointment.

7. **Staff Childcare during Periods of Virtual Learning** - We understand that it can be difficult to secure childcare when unforeseen circumstances warrant transitioning to district wide virtual learning. To accommodate staff, we will demonstrate flexibility by allowing staff to bring their children to work if Oak Ridge Schools finds it necessary to transition to virtual learning. In order to maintain a productive work environment, reduce potential distractions, and limit potential exposure, the following expectations must be followed if you are unable to secure childcare and must bring your child or children to work while providing virtual instruction.

**Staff children are expected to:**

- a. Not be in a school facility if they are ill or have a temperature of a 100.4 or greater,
- b. Remain under the supervision of their parent,
- c. Remain in the parent's assigned classroom or work area at all times,
- d. Not run errands or wander around the building, and
- e. Not socialize or play in larger common areas of the building such as gyms, cafeterias, auditoriums, libraries, lounges or workrooms.

In summary, please be reminded that this level of flexibility is only an option when Oak Ridge Schools has transitioned to providing students virtual instruction and staff are required to report to work. This level of support is not an option due to the unexpected closure of surrounding school systems or childcare facilities.

8. **Other Assigned Duties** – In order to provide supervision for students before school, during school and after school, administration will assign additional staff supervision duties as appropriate to provide adequate student supervision at school or during school sponsored events. Examples of potential duties are as follows: bus duty, athletic event supervision, graduation, hall duty, cafeteria duty.
9. **Employee Code of Conduct** – Additional information regarding employee expected behaviors can be found in the Employee Code of Conduct available on the ORS website at [www.ortn.edu](http://www.ortn.edu). From the home page you will go to: Central Office · Employment · Resources · Employee Handbook · Employee Code of Conduct.