

Policy Committee Meeting
January 7, 2021 4:30 PM
Central Services Board Room

1. Call to Order - Mr. Tony Brock
2. Moment of Silence / Pledge of Allegiance - Mr. Tony Brock
3. Approval of Committee Minutes
4. Policy 1.901 Charter School Applications
5. Policy 4.401 Textbook Selection, Distribution and Care
6. Policy 5.302 Sick Leave
7. Policy 6.303 Interrogations and Searches
8. Policy 6.402 Physical Examinations and Immunizations
9. Policy 6.405 Medicines
10. Policy 6.500 Special Education Students
11. Other Discussion
12. Adjournment

**Policy Committee Meeting
November 5, 2020
Central Services Board Room**

The Policy Committee met on Thursday, November 5, 2020, in the Central Services Board Room and electronically with Zoom where Mr. Tony Brock called the meeting to order at the approximate hour of 4:30 p.m. He welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Mr. Tony Brock, District 5
Dr. Ina Maxwell, Director of Schools
Mr. Jim Inman, District 1
Sandy Helton, Title III

Mrs. Rebecca Hamby, District 7
Mr. Chris King, District 6
Angela Randolph, Federal Programs Director

ABSENT:

1. **Call to Order** – Mr. Tony Brock
2. **Moment of Silence/Pledge of Allegiance** – Mr. Tony Brock
3. **Approval of the October 8, 2020 Minutes** – Hamby made a motion to approve.

VOICE VOTE: King (mover- yes)
Hamby (seconder –yes)
All Ayes

MOTION: Carried unanimously

4. **Policy 6.319 Alternative School Programs**

Brock introduced the policy and said, “Let’s start with the only policy that I see that you might really want to take a good look at. It is policy 6.319 Alternative School Programs. This in particular needed work and hopefully we can clean it up and make sure it is as good as it can be. If you look through your paperwork you will see not only the suggested changes but also one that TSBA sent as a sample to see how the two compare. The problem with this, in the beginning, if you look on page 2 the first 7 lines. That is a description that talks about how one might end up in the alternative school. It conflicts with how we decided it was going to happen. Especially with the other policy with the DHA that we established. The suggestion is that if we get rid of the first seven lines of that, this policy is sound, and it no longer conflicts.” Hamby made a motion to approve with the corrections. Brock said, “Before I call for a vote just for your consideration Ms. Hamby. Would everybody look at page 1 lines 14 – 19. Should that be in policy? Do we need to spell that out? I don’t know that it’s necessary and Dr. Maxwell might want to take a look at that.” Hamby asked, “Are you wanting to move it to procedures instead of having it in policy?” Brock responded, “I wonder if it already is in procedure. It does no harm where it is. I’m just looking at a way of shortening every policy and getting rid of unnecessary steps and direction.” Franklin said, “I think because it is referenced, and it is probably part of the statute.” Hamby said, “I have a quick question. It has a line through number 3 is that a typo?” Franklin confirmed it is. Maxwell said, Mrs. Barnes (principal of the alternative school) looked at this and approved the changes. Brock said he would withdraw his suggestion.

VOICE VOTE: Hamby (mover-yes)

King (seconder-yes)

All Ayes

MOTION: Carried Unanimously

5. Policy 6.404 Acquired Immune Deficiency Syndrome

Brock mentioned the next 3 or 4 policies and we will go over them individually. These are policies that needed to be reviewed periodically and that is what we need to do. Hamby asked if the changes in red are TSBA suggestions? Brock confirmed they are. Hamby said she didn't see a problem with what TSBA has recommended in the next three policies. 6.404 Acquired Immune Deficiency Syndrome, 6.504 Migrant Students and 6.503 Homeless. Since those are just reviewed and updated. Unless someone saw something, they think would be an improvement. It looked like some references to statute was all that changed. King said, "I've got a couple of things. On 6.504 on line 9, vocational education should be changed to Career and Technical education. I also have one suggestion on 6.400." Hamby made a motion to accept the changes on 6.504 and approve 6.404 and 9.503.

VOICE VOTE: Hamby (mover-yes)
King (seconder-yes)
All Ayes

MOTION: Carried Unanimously

6. Policy 6.504 Migrant Students

VOICE VOTE: Hamby (mover-yes)
King(seconder-yes)
All Ayes

MOTION: Carried Unanimously

7. Policy 6.503 Homeless Students

VOICE VOTE: Hamby (mover-yes)
King (seconder-yes)
All Ayes

MOTION: Carried Unanimously

8. Policy 6.400 Student School Counseling Welfare Programs

Brock stated, "If you take a look at that and it appears to be greatly reduced and simplified. To make sure you are comfortable with that the administrative procedures we will be addressing. Some of the how's are included there. That is a great way to let everybody know that you have some clear-cut procedures on how this policy will be implemented and enforced." Hamby said, "I like the way it was simplified." King said he had a couple of questions. "Is this being sent to us and is it word for word." Franklin confirmed. King said he had a question about the title since it was what I would call wholesale change. Going from student guidance program to guidance services. I look at the word guidance and the change by law is the title from guidance counselors to school counselors. I wondered if it shouldn't be titled Student Counseling Program. Is that something we need to ask TSBA about?" Franklin said, "I think their model policy was Student Welfare Programs." Brocks said, "If you look at what the policy is

doing, it is a short list but comprehensive challenge for a school system to deliver. Those four things that it mentions guidance, health services, psychological services, and school social work. Those are pretty much welfare. King said, "I was thinking maybe Comprehensive School Counseling Welfare." Brock said, "Since TSBA already calls it something different. We can call it anything we want to as far as the title. I think your suggestion is more up to date and accurate." Hamby asked King to repeat the title. He said, "Comprehensive School Counseling Welfare Program." The committee decided to take the word comprehensive and name the policy, "Student School Counseling Welfare Program." King asked if the counselors have a stake in the procedures that are attached to that. Maxwell answered, "These are model procedures that we have been sent and they have also gone to the counselors." Franklin said they have not been distributed to the counselors, but we could do that, or we could send them to the counseling supervisor, Mrs. Farmer, the psychological to Scott Hull, the health services to Marsha Polson, and the social services to Angela Randolph. Brock suggested we table the policy and get the people who would be most responsible to take a look at it and present it next month. Speaking of next month, it may be January before we meet. Hamby mentioned the policy meeting is normally the first Thursday of the month and we have our regular board meeting on that date. Could we meet before the board meeting? Brock said, "Unless, there is an emergency we can meet in January." Inman said, "You are talking about the procedures going out to the individuals. You are not going to be voting or the. Board is not going to be voting on procedures." The committee agreed to approve the policy. Hamby made a motion to approve the policy with the policy name change.

VOICE VOTE: Hamby (mover-yes)
King (seconder-yes)
All Ayes

MOTION: Carried Unanimously

9. Other Discussion

Brock mentioned that unless there is an emergency we will not meet in December and the next policy meeting will be January 7, 2021 at 4:30.

10. Adjournment

The meeting adjourned at approximately 4:55.

VOICE VOTE: Hamby (mover-yes)
King (seconder-yes)
All Ayes

MOTION: Carried Unanimously

Dr. Ina Maxwell
Director of Schools

Mr. Tony Brock
Chairman of the Policy Committee

Jane Franklin
Executive Assistant for the Director of Schools and BOE

Cumberland County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 09/26/19
		Rescinds: 1.901	Issued: 01/24/19

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 ~~include the additional information required by~~ **be in accordance with** state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
8 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
9 begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Tennessee Department of Education. The application shall provide all the information
12 required by law. The sponsor shall demonstrate that the proposed charter school meets the purpose
13 prescribed by law for the formation of a charter school, and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1) Evaluate all charter school applications based on the review criteria adopted by the Board;
- 7
- 8 2) Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
- 10
- 11 3) Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)
14 days of receipt of the completed application, or the application shall be deemed approved by law. The
15 Director of Schools shall report the action taken by the Board to the Department of Education.

16 *Approval*

17 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
18 the Board, which shall be binding on the charter school's governing body. The charter school
19 agreement shall be in writing and signed by the sponsor and the Board.

20 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
21 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

22 Charter schools approved by the Board are expected to implement the application as submitted and
23 approved. Material variations in operations from the approved application require amendment pursuant
24 to statute and the charter school agreement.⁶

25 The Board should not be expected to provide services to charter schools that are not requested during
26 the application process except for those services that are required under state or federal laws. Services
27 agreed to be provided to the charter school by the Board shall be provided at board actual cost. The
28 Board and charter school shall execute a service contract for any additional services.

29 New charter school agreements are approved for a ten (10) year period.^{6,7} The Board may revoke or
30 deny renewal of a charter school agreement for any of the reasons enumerated in state law.^{7,8}

31 *Denial*

32 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
33 an amended application to correct the deficiencies. The Board shall have sixty (60) days either to deny
34 or to approve the amended application, or the application shall be deemed approved by law.⁴

- 1 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education
- 2 Tennessee Charter School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. ~~TCA 49-13-121~~ TRR/MS0520-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA49-13-122
9. TCA 49-13-108(b)(5)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 06/25/15
		Rescinds: 4.401	Issued: 02/06/97

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION**²

7 The responsibility to select textbooks and instructional materials, as recommended selection of textbooks
8 shall be completed according to the laws and policies required by the State of Tennessee and the State
9 Textbook Commission. The responsibility for textbook selection rests with the local textbook selection
10 committees, subject to approval by the Board.⁴ Use of textbooks and instructional materials not on the
11 list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State
12 Board of Education and such waiver is approved.

13 The Director of Schools shall establish a procedure for providing the citizens of the community with an
14 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,^{2 3}
15 including public notice of time and location at which textbooks and instructional materials may be
16 examined. Once the proposed textbooks have been approved by the Board, the Director of Schools shall
17 post the list of all approved textbooks and instructional materials on the school system² district's website
18 and send a copy of the list to the Commissioner of Education.²

19 **DISTRIBUTION**

20 The Director of Schools shall designate an employee to be responsible materials clerk (or the Board's
21 designee(s)) shall be designated by the Board to be responsible for the purchase and distribution of
22 textbooks and instructional materials in each school. Students shall receive these items at no cost. The
23 principal shall be responsible for seeing that each student receives the required textbooks at no cost to
24 the student.³

25 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**³

26 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
27 school year, upon completion of the course or upon withdrawal from a course or school.
28 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
29 instructional materials received and used by their children. The Director of Schools shall be
30 responsible for developing an administrative procedure regarding the replacement of lost or damaged

1 **textbooks and instructional materials.** Each school handbook shall include a statement that parents will
 2 be responsible for the textbooks received and used by their children.

3 Reimbursement shall be 100% of replacement cost for a lost or destroyed book.

4 Fines for damaged books shall be assessed by the principal. In cases where the book is damaged to the
 5 extent that it is no longer usable, the amount collected shall conform to the reimbursement schedule for
 6 lost books.

7 If, after hearing the student's explanation and other investigation as necessary, the principal determines
 8 that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and
 9 notify the parents in writing that it is their responsibility to pay for the lost or damaged book.

10 The principal may include with the notice a provision stating that failure to pay the fine imposed
 11 within a reasonable time may result in the imposition of one or both of the following sanctions:

12 1. Refusal to issue any additional textbooks until restitution is made; and

13 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
 14 is made;

15 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
 16 uncontrollable circumstances and not responsible for the damages.⁴

17 **INSPECTION REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**³

18 A list of textbooks and instructional materials used by the schools shall be revised annually by building
 19 administrators principals under the direction of the Director of Schools.

20 Textbooks and instructional materials, but not limited to teaching materials, handouts, and tests that are
 21 developed by and graded by their child's teacher shall be available for inspection by parents/guardians
 22 upon request.

23 The Director of Schools shall develop procedures for the inspection of materials and distribute these
 24 procedures to each principal.⁵

Legal References

1. TCA 49-6-2207(e),(f); TCA 49-6-2202(d)-2-203(a)(3)
2. TCA 49-6-2007(c),(e),(f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(A); TCA 49-3-310(1)(B) TRR/MS 0520-01-02-.16(2)

Cross References

~~Personal Surplus~~ Property Sales 2.403
 Reconsideration of Instructional Materials 4.403
 Controversial Materials 4.801
 Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 05/25/17
		Rescinds: 5.302	Issued: 03/04/04

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month
3 employed during the school year and shall accumulate for an unlimited number of days.¹

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

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the director of schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay. Human Resources Department shall be notified immediately when it is known
13 that a teacher is out more than four (4) consecutive days, for FMLA purposes.

14 The principal shall notify the director of schools' office at once if an employee is sick beyond the
15 limit of his/her sick leave accumulation.

16 Permanent, cumulative sick leave records for each active professional employee shall be kept in
17 the director of schools' office or readily available from the county finance department.

18 Upon employment, a teacher has available those sick leave days to be earned in that school year.
19 However, those days used prior to earning them will be charged against the annual limit. Upon
20 termination of employment before such days are earned, there shall be deducted from the final salary
21 of the teacher an amount to cover the excess sick leave days used by him and if such salary is
22 insufficient, the teacher shall be liable for reimbursement of any amount in excess of his final salary.

23 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
24 school system, provided that the Director of Schools of the **district system** in which the
25 accumulated leave was held provides notarized verification³ and only applies to teachers who have
26 resigned in good standing.

27 **Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher**

1 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive
 2 parents are teachers, only one parent may request leave. Written verification from the adoption agency
 3 or other entity handling the adoption shall be required before the leave is granted.⁴

4 At the termination of the employment of any employee, all unused sick leave accumulated by the employee
 5 shall be terminated. The immediate supervisor may require a physician's certificate stating the reason for
 6 absence.

7 **SICK LEAVE BANK**

8 *Professional Personnel*

9 A sick leave bank is available for all professional personnel^{6,4} who are eligible for accumulated sick
 10 leave. Guidelines and procedures for operation are available at the Central Office.

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 49-5-710(a)(2)
5. TCA 49-5-804; TCA 49-5-805
6. 4. TCA 49-5-811

Cross References

- Family and Medical Leave 5.305
- Physical Assault Leave 5.307
- Worker's Compensation 3.602
- Short Term Leaves of Absence 5.300

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 06/26/08
		Rescinds: 6.303	Issued: 05/06/04

1 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried,
2 a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal,
3 the principal's designee or, if the principal and the principal's designee are unavailable and the offense
4 was committed on school property, to the appropriate authorities.[†]

5 INTERROGATIONS BY SCHOOL PERSONNEL

6 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
7 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
8 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any
9 student answering falsely, evasively or refusing to answer a **proper** question may be subject to
10 disciplinary action, including suspension.

11 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
12 principal may interrogate the student, without the presence of parent(s)/guardian(s). **or legal custodians**
13 **and without giving the student constitutional warnings.**

14 INTERROGATIONS BY POLICE AT **ADMINISTRATOR'** **PRINCIPAL'S REQUEST**)

15 If the principal has requested assistance by **the police department** **law enforcement** to investigate a crime
16 involving his/her school, the police **shall have permission to** **may** interrogate a student suspect in school
17 during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) **or legal**
18 **custodians** of the student **of the intended interrogation** unless circumstances require otherwise. **However,**
19 the interrogation may proceed without attendance of the parent(s)/guardian(s) **or legal custodians**, but
20 the principal or his/her designee shall be present during the interrogation.¹

21 **The use of police women, if at all possible, or female staff members will be used for interrogation of a**
22 **female student.**

23 POLICE-INITIATED INTERROGATIONS

24 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
25 crimes committed outside of school hours, the police department shall first contact the principal
26 regarding the planned interrogation **and** inform him/her of the probable cause to investigate **within the**
27 **school.** The principal shall make reasonable effort to notify the parent(s)/guardian(s) **or legal custodians**
28 of the interrogation unless circumstances require otherwise. The interrogation may proceed without
29 attendance of the parent(s)/guardian(s) **or legal custodians**, but the principal or his/her designee shall be
30 present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

In order to ensure a safe and secured learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.^{1,2}

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

USE OF ANIMALS

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

USE OF METAL DETECTORS

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows: School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

The director of schools shall develop procedures for use of metal detectors.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises;
or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

If deemed necessary by the principal, and if requested by the principal, any assistance given by law enforcement officers may include and be facilitated by the use of dogs trained to detect illegal drugs and drug paraphernalia by odor. However, such dogs shall not be used to sniff the person of any student. Any discovery of illegal drugs or drug paraphernalia will be handled by the principal as a school matter, and thereafter, turned over to law enforcement officer for proper disposal.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Legal References:

1. TCA 49-6-4203(b)
2. ~~TCA 49-6-4202 through TCA 49-6-4212~~
TCA 49-6-4201 *et seq*; Tenn. Op Att’y Gen No 14 – 21
(February 24, 2014)

Cross References:

Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Cumberland County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 07/24/08
		Rescinds: 6.402	Issued: 12/05/02

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time. ~~This applies to Pre-K, kindergarten, first grade and other~~
4 ~~students for whom there is no health record;~~² and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.²⁻³

8 Cost of the examination shall be ~~borne~~ covered by the parent/guardian of the student. These records
9 shall be on file in the principal's office.³

10 Screening tests ~~for vision, hearing, scoliosis and lice~~ as required by the Tennessee Department of
11 Education and the Department of Health will be conducted. Parents/Guardians will receive written notice
12 of any screening result that indicates a condition that might interfere ~~or tend to interfere~~ with a student's
13 progress.

14 ~~In general,~~ The school district will not conduct physical examinations of a student without parental
15 consent ~~to do so~~ or by court order, unless the health or safety of the student or others is in question.⁴

16 IMMUNIZATIONS

17 ~~No~~ Students ~~will not be permitted to attend~~ entering school, including those entering Pre-K, kindergarten
18 ~~or first grade, those from out of state and those from nonpublic schools, will be permitted to enroll (or~~
19 ~~attend)~~ without proof of immunization, as determined by the Commissioner of Public Health ~~unless~~
20 ~~circumstances outlined in state or federal law prevent a student from producing such records.~~^{4-3 2,5} It is
21 the responsibility of the parents or guardians to have their children immunized and to provide such proof
22 to the principal of the school which the student is to attend.⁵

23 Exceptions, ~~in the absence of an epidemic or immediate threat thereof,~~ will be granted to any ~~child~~
24 ~~student~~ whose parent or guardian ~~shall~~ files with school authorities a signed, written statement that such
25 measures conflict with ~~one of the following:~~

- 26 1. His/her religious tenets and practices ~~if in the absence of an epidemic or immediate threat of an~~
27 ~~epidemic;~~⁶ or
- 28 2. Due to medical reasons if ~~such child~~ the student has a written statement from his/her doctor
29 excusing him from such immunization.^{6 7}

1 The Director of Schools shall ensure that appropriate immunization records are maintained for each
2 student.

3 ~~Proof of exceptions will be in writing and filed in the same manner as other immunization records.~~

4 ~~A list of transfer students shall be kept at each school throughout the school year in order that their~~
5 ~~records can be monitored by the Department of Health and Environment.~~

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Legal References: _____

Cross References: _____

- 1. 20 USCA § 1232h(c)
- 2. TRR/MS 0520-1-3-.08(2)(a); ~~TCA 49-6-5004(a)~~ Promoting Student Welfare 6.400
- 3. TRR/MS 0520-1-3-.08(2)(b)
- 4. ~~TCA 49-6-5001(b)(1)~~ Tennessee School Health Screening Guidelines
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
- 5. ~~P.L. 107-110 Part F § 1061 (1)(D) & (2)(B) & (4)(B)~~ TCA 49-6-5001(a),(c)
- 6. TCA 49-6-5001(b)(2)
- 7. TCA 49-6-5001(c)(2)

Cumberland County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 04/26/18
		Rescinds: 6.405	Issued: 01/28/16

~~**MEDICATIONS MAY BE ADMINISTERED AT SCHOOL BY SCHOOL PERSONNEL WHEN SUCH LONG TERM TREATMENT IS NECESSARY FOR SCHOOL ATTENDANCE AND CANNOT OTHERWISE BE ACCOMPLISHED.**~~

If under exceptional circumstances a **child student** is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following **regulations** guidelines.¹

Written instruction signed by the parent/guardian ~~will be~~ **are** required and will include:

1. Child's name;
2. Name of Medication;
3. Name of Physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label directions);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

~~**DEFINITION:** Prescribed medication may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. The medication should be brought to school by the parent (not the student) in the original container appropriately labeled by the pharmacy or clinic.~~

~~We encourage over the counter medications/preparations (Tylenol, aspirin, Benadryl, cough syrups or drops, lotions, or ointments) and short term prescription antibiotics to be given at home. All medications must be supplied by the parent in original containers and also require written consent even for intermittent use. The Cumberland County School System reserves the right to refuse to administer any medication questionable in nature or potentially harmful to a student based on the assessment of the school nurse. Narcotic analgesics **WILL NOT** be administered in the school setting.~~

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma reliever inhalers if the additional information is provided by a parent/guardian:

- 1. Written statement from the prescribing health practitioner that the student suffers from asthma and has been instructed in self administration; and**
- 2. Purpose of the medication.**

1 ~~PURPOSE: To provide safe, accurate medication administration in the school environment.~~ The
2 medication ~~must~~ shall be delivered to the principal's office in person by the parent/guardian of the
3 student unless the medication must be retained by the student for immediate self- administration. ~~(i.e.~~
4 ~~student with Asthma).~~

5 The administrator/designee will:

- 6 1. Inform appropriate school personnel of the medication to be self-administered;
- 7 2. Keep written instructions from parent/guardian in student's record;
- 8 3. Keep an accurate record of the self-administration of the medication;
- 9 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
10 order;
- 11 5. Return unused prescription to the parent/guardian only; and
- 12 6. Ensure that all guidelines developed by the Department of Health and the Department of
13 Education are followed.

14 The parent/guardian is responsible for informing the designated official of any change in the student's
15 health or change in medication.

16 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term
17 administration of medication.

18 **BLOOD GLUCOSE SELF-CHECKS²**

19 Upon written request of a parent/guardian, and if included in the student's medical management plan
20 and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a
21 blood glucose check or administer insulin using any necessary diabetes monitoring and treatment
22 supplies, including sharps. The student shall be permitted to perform the testing in any area of the school
23 or school grounds at any time as necessary. ~~as directed per physician's order but encouraged to perform~~
24 ~~testing in the nurse's clinic for adequate assessment and treatment.~~

25 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
26 such sharps are appropriate.

27 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
28 Occupational Safety and Health Administration (TOSHA).³

29 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS^{3,4}**

30 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
31 their prescribed medication in a manner directed by a licensed healthcare provider without additional
32 assistance or direction. The Director of Schools shall develop procedures for the development of an IHP
33 ~~and an Emergency Care Plan (ECP) that conforms to state law~~ for every student ~~with pancreatic~~
34 ~~insufficiency or Cystic Fibrosis~~ that wishes to self-~~medicate/~~administer.

35 **STUDENTS WITH ADRENAL INSUFFICIENCY^{4,5}**

1 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
 2 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 3 1. The district shall train school personnel who will be responsible for administering the medication
 4 for the treatment for adrenal insufficiency and any who volunteer to administer the medication.
- 5 2. The district shall maintain a record of all school personnel who have completed this training; **and**
- 6 3. If a student is suffering from an adrenal crisis a school nurse or other licensed health care
 7 professional may administer the prescribed medication to the student. If a school nurse or other
 8 licensed health care professional is not immediately available, trained school personnel may
 9 administer the prescribed medication.

10 The Director of Schools shall develop procedures on the administration of medications that treat adrenal
 11 insufficiency, **including the treatment of an adrenal crisis while on school transportation and during**
 12 **activities such as field trips, and recordkeeping per state law. ~~rules set forth by the State Board Of~~**
 13 **Education.**

14 **Note: ~~School nurses will monitor storage and proper documentation of medications administered on a~~**
 15 **regular basis.**

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. ~~TCA 49-50-1601~~; State Board of Education Policy
 4.205 TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-12; State Board of Education
 Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412
 Promoting Student Welfare 6.400

Cumberland County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 02/06/97
		Rescinds:	Issued:

1 ~~All disabled~~ **Special Education** students between the ages of three (3) and twenty-one (21) inclusive shall
2 receive the benefit of a free appropriate public education. These students shall be educated with the
3 general student population ~~This provides the assurance that these students will be educated with non-~~
4 ~~disabled students~~ to the maximum extent appropriate, and should be placed in separate or special classes
5 only when the severity of the disability is such that education in regular classes, **even with the use of**
6 **supplementary aids and services**, cannot be achieved satisfactorily.¹

7 Eligibility standards and options of service for special education services will be based upon the criteria
8 **specified in state regulations.**² ~~for disabling conditions specified in Rules, Regulations, and Minimum~~
9 ~~Standards, Tennessee State Board of Education, Part II.~~²

10
11 **Students receiving special education services shall not be restrained except as permitted by state law and**
12 **regulations.**^{3,4} **The Director of Schools shall develop administrative procedures to govern the following:**
13

- 14 1. **Personnel authorized to use isolation and restraint;**
- 15 2. **Training requirements for personnel working with special education students; and**
- 16 3. **Incident reporting procedures.**⁴

Legal References:

1. ~~TCA 49-10-102;~~ TCA 49-10-103(c)
2. TRR/MS 0520-1-3-.09(4).01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23