

Policy Committee Meeting
July 8, 2021 10:00 AM
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 4.205 Enrollment Advanced Course
5. Policy 4.213 Family Life Education
6. Policy 4.605 Graduation Requirements
7. Policy 4.700 Testing Programs
8. Policy 6.300 Code of Conduct
9. Policy 4.200 Curriculum Development
10. Other Discussion
11. Adjournment

Policy Committee Meeting
June 16, 2021
Central Services Board Room

The Policy Committee met on Wednesday, June 16, 2021, in the Central Services Board Room where Mr. Tony Brock called the meeting to order at the approximate hour of 10:00 a.m. He welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Mr. Tony Brock, District 5	Mr. Chris King, District 6
Mrs. Rebecca Hamby, District 7	Mr. Jim Inman, District 1
Mr. Earl Patton, Attorney	Dr. Ina Maxwell, Director of Schools
Mrs. Kim Bray, Human Resource Supervisor	Mrs. Kacee Harris, CFO
Mrs. Stephanie Barnes, CAO	

1. **Call to Order** – Mr. Tony Brock
2. **Moment of Silence/Pledge of Allegiance** – Mr. Tony Brock
3. **Approval of the April 8, 2021 Minutes** – Hamby made a motion to approve.

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

MOTION: Carried unanimously

4. **Policy 5.301 Emergency, Bereavement and Legal Leave**

Brock introduced the policy. Hamby asked why the policy only addresses certified employees for bereavement? Brock responded, “We try to separate certified and non-certified on policies. That could certainly be addressed on another policy and this was reaction to the negotiations that took place in the collective bargaining. This is to just make sure we fill a portion of what we agreed to do as quickly as we could do it.” Hamby said, “Ok, I just want to make sure they are also taken care of.” Brock stated, “This actually was agreed to many years ago. Between the CCEA and school board policy. It never got into policy so somehow or another it appeared. It is the intent to make this official. Hamby made a motion to approve. Brock suggested we present to first and second reading on this policy for the board meeting.

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

All Ayes

MOTION: Carried Unanimously

5. **Policy 3.401 Scheduling and Routing**

Brock introduced the policy. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

6. Policy 6.200 Attendance

Brock introduced the policy. He said, "It is a long policy. The only question I had, if you go to page 4 of 6. At the top Non School Sponsored Extracurricular Activity, what is the thinking on this? Franklin said, "This paragraph was in the old policy. When TSBA sent the new model policy, it was not in there. This had been referenced in law and even the reference at the back is gone. It is up to the committee if you want to leave it in there. It will not have that reference." Brock said, "I would like to have some administrative input on that, whether you would like to have that in there." Hamby said, "I think it needs to be in there." Barnes said, "I think its fine." The committee discussed the reasons they should leave it in the policy. Hamby made a motion to approve the policy with this section left in the policy. Patton mentioned, "It may be that TSBA took that out simply because it is hard to codify. It's in the code that a school principal may excuse a student. That's the law, that a school or principal can excuse a student. But maybe having it in policy may be easier for somebody to research." Brock agreed. Barnes suggested they develop a procedure for that as an extra layer or protection. King said we need to add the reference to law back into the policy as we are leaving it in. Also, add the Director will develop procedures for this policy. Brock questioned on page 5 Student credit/promotion denial. Student attendance may not be the sole criteria. The committee discussed if attendance is a factor. If attendance is part of the reason, the parents will be notified. Hamby said that makes it clearer. The committee discussed this section and decided to leave it as is. Hamby made a motion to approve. Franklin asked if this policy could be added to first and second reading for the board meeting?

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

All Ayes

MOTION: Carried Unanimously

7. Policy 5.106 Application and Employment

Brock introduced the policy. Brock said, "This is just an update." King questioned if all employees have to pay for their background check. Bray confirmed they do. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

8. Policy 5.117 Teacher Tenure

Brock introduced the policy and said it was just a lot of clean up. King made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

9. Policy 5.200 Separation Practices for Tenured Teachers

King made a motion to approve. Brock questioned if we have an impartial hearing officer. Maxwell asked Patton and he responded that we have, in the past, used the secretary of state's hearing officer, as they have administrative law judges which is basically what they do.

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

All Ayes

MOTION: Carried Unanimously

10. Policy 5.201 Separation Practices for Non-Tenured Teachers

Brock introduced the policy. Hamby said again that is a clean-up. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

11. Policy 5.802 Qualifications and Duties of the Director of Schools

Brock introduced the policy. King made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

12. Policy 6.319 Alternative School Programs

Brock introduced the policy. He discovered a typo on page two, line 6. King made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

13. Policy 6.402 Physical Examinations and Immunizations

Brock introduced the policy. The only change is referenced to law regarding vaccinations. Hamby said, "I have a question. Just to clarify, this is not saying that all students have to have the vaccination to attend public school or is it saying that they do have to be vaccinated? Brock said they do not. Along with this discussion should we approve this policy, I think it should go to first and second reading, so this policy would be in place before the start of the new year. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

14. Policy Interference/Disruption of School Activities

Brock introduced the policy. Brock asked on line 8 who is authorized. Franklin responded that she missed that and looked it up. "Employees are" will begin the sentence on line 8. King said, "On line 2 on page 2 take the period out and put and the principal will notify the teacher of that decision. On line 7 replace he/she with the teacher, on line 8 remove he/she and replace with the Director of Schools/designee. Hamby made a motion to approve with the mentioned changes.

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

All Ayes

MOTION: Carried Unanimously

15. Policy 6.4081 Safe Relocation of Students

Brock introduced the policy. Hamby said this is a clean-up and made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

16. Policy 1.8011 Emergency Closings

Brock introduced the policy. He asked Maxwell if she had a problem with this. She replied that it was good. King made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

17. Policy 2.806 Bids and Quotations

Brock introduced the policy and asked if this policy had changed recently. Harris said it had. King made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

18. Policy 3.205 Security

Brock introduced the policy. King said there are some changes and asked Maxwell if she had any concerns. Maxwell said she does not at this time but we may have to revisit. King said the main change was on page 3 with the addition of Cybersecurity. The committee agreed. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

19. Policy 4.101 Instructional Standards

Brock introduced the policy. King said, "This is a complete rewrite. The committee discussed the common core reference. Brock asked, "Have we washed our hands of Common Core?" The committee discussed that they have made this change. Hamby made a motion to approve. Patton expressed some concerns, but the committee decided to approve it and would bring back if necessary.

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

All Ayes

MOTION: Carried Unanimously

20. Policy 3.211 New Project Planning

Brock introduced the policy which is a new policy regarding architects and engineers. Brock asked Harris if this is correct in the way we do things. Harris confirmed it is. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

21. Policy 3.200 Access to Private Facilities

Brock introduced the policy. It is a new policy as well Brock asked if Maxwell and Barnes had spoken to people who are affected by this. Maxwell said this has just come. Down the pike, and we have not met with principals. We have always accommodated students, teachers with a private area. King asked if this changes anything with fieldtrips or overnight trips? Maxwell said, "I do not know." Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

22. Policy 4.301 Interscholastic Athletics

Brock introduced the policy. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

23. Policy 6.202 Home Schools

Brock introduced the policy with minimal changes. King said, "I just want to ask Dr. Maxwell and Mrs. Barnes if they agree with the policy. They both confirmed. Hamby asked, "Does this include the umbrella school. We have on one of our policies a reference to umbrella schools. Franklin asked if the student would be enrolled in the school system and tested? Hamby said they were enrolled in the umbrella school. Franklin said they would not be a student of the district. King said it would be a form of private school. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

24. Policy 4.204 Summer Instructional Programs

Brock introduced the policy. Hamby said this is a new policy. Maxwell said this is a new situation and we may have to revisit. Hamby made a motion to approve.

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

All Ayes

MOTION: Carried Unanimously

25. Other Discussion

Brock asked for other discussion. King mentioned he liked that they could need during the day instead of the afternoon and thought it would be a good practice when possible. Hamby agreed.

Patton asked to revisit policy 6.402 Physical Examinations and Immunizations. What this policy does not say anything about a requirement about immunization. It does say they will require people to be immunized. What I want to make clear is, it is the state commissioner of health that determines what vaccines are required. We don't have anything to do with that. That is my understanding. Hamby asked if the department of health made a requirement that students have the COVID vaccination, we would have to do that. Patton responded, "That is right."

26. Adjournment

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

MOTION: Carried Unanimously

The meeting was adjourned at approximately 11:10.

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 November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 10/22/20
		Rescinds: 4.205	Issued: 08/23/18

1 *General*

2 Students in grades nine through twelve (9-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹ ~~who successfully~~
4 ~~complete college level courses aligned to a graduation requirement course shall receive high school~~
5 ~~credit.~~⁺

6 ~~Grades earned in such college level courses shall be used to determine class rank, grade point average,~~
7 ~~and class valedictorian or salutatorian.~~

8 To enroll in these courses, students shall meet the following standards:

- 9 1. Honors Courses: Acceptance will be based on academic history in subject content area, state test
10 scores and available space.
11 2. Dual Credit Courses: Determined by the institution awarding credit.
12 3. Industry Certification – Aligned Courses: Open to anyone.
13 4. Dual Enrollment: Determined by the institution awarding credit.
14 5. Advanced Placement: Acceptance will be based on academic history in subject content area, state
15 test scores and available space.

16 The principal of each school shall have the authority to require additional criteria for the enrollment in
17 advanced courses to fit the needs of the students within the school.

18 **NOTIFICATION¹**

19 Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in advanced
20 courses. The notification shall state that a student will remain enrolled in the course unless the
21 parent/guardian timely submits a written request for removal. The Director of Schools shall determine
22 the deadline to submit the request for removal.

23 Students may also be removed from an advanced course if the student's teacher determines that the
24 student should be removed based on performance after thirty (30) days of instruction and the principal
25 approves the request to remove the student.

26

27 ~~**DUAL ENROLLMENT**~~ **COLLEGE LEVEL COURSES²**

1 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
2 Students who take and pass dual credit enrollment courses at a postsecondary institution shall have their
3 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
4 requirement course.

5 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
6 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
7 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

8 MIDDLE COLLEGE

9 Middle College courses may be offered under this option. Middle College allows high school 11th
10 graders to enter a program that allows them to earn an Associate degree while in high school. The
11 qualifications for Middle College at Roane State Community College (RSCC) are to have made a
12 composite score on the PreACT of 22 or higher and a Math sub score of at least 21. Additionally, the
13 student must meet three of the four college readiness benchmarks (Math-22, Science-23, English-18 and
14 Reading-22). If a 10th grader is interested in Middle College and they do not qualify through the PreACT
15 test, they may take the national ACT or the residual at RSCC.

16 Middle College course work will not be factored in determination of valedictorian and salutatorian.

Legal References

1. [Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301](#)
2. [TRR/MS 0520-01-03-.03\(8\)](#)
3. [TRR/MS 0520-01-03-.03\(8\)\(b\)](#)
4. [TRR/MS 0520-01-03-.03\(8\)\(a\)](#)

Cross References

[Promoting Student Welfare 6.400](#)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 10/22/20
		Rescinds: 4.213	Issued: 12/05/19

1 The school district shall maintain a program of family life education, which conforms to guidelines
2 established by the State Board of Education.¹

3 A parent/guardian who chooses not to have a student participate in the family life education program
4 shall submit such request in writing to the principal. A student who is excused from the program shall
5 be assigned alternative activities and shall not be penalized academically.

6 **FAMILY LIFE INSTRUCTION**

7 The curriculum for the family life education program shall, presented in a manner that is age-appropriate
8 and factually and medically accurate, including the following: shall.²

- 9 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 10 2. Encourage sexual health by helping students understand how the whole person is affected by
- 11 sexual activity as well as other risk behaviors;
- 12 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 13 as well as the process of adoption and its benefits;
- 14 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 15 activity, including the challenges of single teen parenting;
- 16 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 17 activity;
- 18 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 19 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
- 20 is the child;
- 21 7. Provide instruction on the prevention of dating violence;
- 22 8. Encourage communication between parent(s)/guardian(s) and students; and
- 23 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 24
- 25
- 26
- 27
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- 31

- 1 The family life education program shall be reviewed annually to endure that the prohibited items of
- 2 instruction, as provided for in state law,³ are not included in curriculum.
- 3 Personnel involved in instruction regarding human sexuality will conduct such instruction with maturity
- 4 and discretion. Personnel providing family life instruction shall receive training prior to presenting such
- 5 instruction.

Legal References

1. TCA 49-6-1302 Public Acts of 2021, Chapter 290
2. TCA 49-6-1304, Public Acts of 2019, Chapter No. 26
3. TCA 49-6-1304(b)

Cumberland County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 09/26/19
		Rescinds: 4.605	Issued: 04/26/18

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4 1. Achieve the specified twenty-two (22) units of credit; (For Phoenix and Special Education) 27
5 units of credit for Cumberland County High School and Stone Memorial High School
- 6 2. Take the required end of course exams;
- 7 3. Have satisfactory records of attendance and conduct;
- 8 4. Take the American College Testing (ACT) or Scholastic Assessment Test (SAT) prior to
9 graduation;² and
- 10 5. Pass a United States civics test.³

11 **SPECIAL EDUCATION STUDENTS⁴**

12 Special education students, who earn the prescribed twenty-two (22) credit minimum shall be awarded
13 a regular high school diploma.

14 *Special Education Diploma*

15 A special education diploma shall be awarded to students who have not met the requirements for a regular
16 high school diploma,⁵ but have:

17 **Students who have received the below diploma shall continue to make progress towards a regular high
18 school diploma until the end of the school year in which they turn twenty-two (22) years old.**

- 19 1. Completed four (4) years of high school;
- 20 2. Made satisfactory progress on their Individualized Education Program (IEP); and
- 21 3. Maintained satisfactory records of attendance and conduct.

22 *Occupational Diploma*

23 Special education students who do not meet the requirements for a regular high school diploma may be
24 awarded an occupational diploma if the student has:^{1,4}

- 25 1. Completed at least four (4) years of high school;
- 26 2. Made satisfactory progress on their IEP;
- 27 3. Maintained satisfactory records of attendance and conduct;

- 1 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 2 (SKEMA);
- 3 5. Has two (2) years of paid or non-paid work experience.

4 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
5 year or two (2) academic years prior to the expected graduation date.

6 Students who have received a special education diploma or an occupational diploma shall be permitted
7 to continue to make progress towards a regular high school diploma until the end of the school year in
8 which they turn twenty-two (22) years old.

9 *Alternate Academic Diploma*

10 Special education students who do not meet the requirements for a regular high school diploma may be
11 awarded an alternate academic diploma if the student has:⁴

- 12 1. Completed at least four (4) years of high school;
- 13 2. Participated in the high school alternate assessments;
- 14 3. Earned the prescribed twenty-two (22) credit minimum;
- 15 4. Made satisfactory progress on their IEP;
- 16 5. Maintained satisfactory records of attendance and conduct; and
- 17 6. Completed a transition assessment that measures postsecondary education and training,
18 employment, independent living, and community involvement.

19 **STUDENT LOAD**

20 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the director of schools and then to the board.⁶

23 **EARLY GRADUATION** Student has met all Tennessee and Cumberland County Board of Education
24 requirements for graduation.

25 **“MOVE ON WHEN READY” EARLY GRADUATION⁷**

26 High school students shall be permitted to complete an early graduation program. Students intending to
27 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
28 soon thereafter as the intent is known.

29 In order to graduate early, students must meet the following requirements:

- 30 1. Earn the required eighteen (18) credits;
- 31 2. Achieve a benchmark score for each required end-of-course exam;
- 32 3. Attain a cumulative Grade Point Average (GPA) of at least 3.2 on a 4.0 scale;
- 33 4. Meet the minimum ACT or SAT benchmark score;
- 34 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 35 6. Complete at least two (2) types of the following courses:
36 a. Advanced Placement (AP);

- 1 b. International Baccalaureate (IB);
- 2 c. Dual enrollment; or
- 3 d. Dual credit.

- 4 The director of schools shall develop administrative procedures to ensure that the early graduation
- 5 program is conducted in accordance with state law.

Legal References

- 1. TCA 49-6-6001; State Board of Education Policy 2.103
~~TRR/MS 0520-01-03-.06~~
- 2. TCA 49-6-6001(b); State Board of Education Policy 2.103
- 3. TCA 49-6-408; ~~Public Acts of 2019, Chapter No. 442;~~
State Board of Education Policy 2.103
- 4. TRR/MS 0520-01-03-.06 ~~(1)(a)~~; State Board of Education
Policy 2.103
- 5. TCA 49-6-6005; State Board of Education Policy 2.103
- 6. TRR/MS 0520-01-03-.06 ~~(1)(a)(7)~~
- 7. TCA 49-6-~~8103 8303~~; State Board of Education Policy
2.103 ~~Public Acts of 2021, Chapter No. 493~~

Cross References

- Basic Curriculum Program 4.201
- ~~Alternative Credit Options 4.209~~
- Honor Roll, Awards, & Class Ranking 4.602

Cumberland County Schools

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 09/26/19
		Rescinds: 4.700	Issued: 08/23/18

1 *General*

2 The board shall provide for a system-wide testing program, which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The director of schools shall be responsible for planning and implementing the program, which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the test;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
33 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and End of Course (EOC)⁵ scores will be included in students' final grades as follows: The
5 scores from these assessments will be 15% of the student final average in the appropriate subject.

- 6 1. Grades 3 – 5 - 0%
- 7 2. Grades 6 – 8 – 10%
- 8 3. Grades 9 – 12 – 15%

9 The Cumberland County School System shall use the following methodology: target score method.

10 The Director of Schools may exclude these scores from students' final grades if results are not received
11 by the district at least five (5) instructional days before the end of course.^{4,5}

12 Cumberland County Schools will use a Target Score Methodology for End of Course Score conversions
13 from raw scores to scaled scores. The Tennessee Department of Education has provided the district with
14 average raw score data for both the state and the district. Because the students testing in the fall are not
15 always as diverse as the system population it was decided that the state average raw score would be used
16 as a baseline score. That baseline score, the state average, will be assigned a scaled score of 84. The max
17 raw score and the baseline score will then be used to find a scale factor for each test. These numbers will
18 be used in the formula below to develop a conversion table for each exam. Teachers will use the
19 appropriate table to determine the scaled score to enter into a student's grade in both the first and second
20 nine weeks of the course in Skyward. The scaled score will count as 15% if the final grade of the course.

21 Scaled Score = [(Raw Score/Max Raw Score)^(Scale Factor)]*100

22 The director of schools may exclude these scores from students' final grades if results are not received
23 by the district at least five (5) instructional days before the end of the course.^{4,5}

24 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

25 Interest inventories shall be made available to middle schoolers. These will include assessments such as
26 the Kuder assessment, Myers Briggs Type Indicator, the Armed Services Vocational Aptitude Battery
27 (ASVAB), or the College Board Career Finder.

28 Career aptitude assessments shall be administered to 8th graders in order to guide the student's high
29 school plan of study. Upon receiving the results from these assessments, the school shall provide students
30 with information on any available career and technical education opportunities in which the student is
31 eligible to participate in.

32 **TESTING INFORMATION AND PARENTAL CONSENT**

33 Any test directly concerned with measuring student ability or achievement through individual or group
34 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
35 of the system without first obtaining written consent of the parents or guardians.²

1 Results of all group tests shall be recorded on the students' permanent records and shall be made
2 available to appropriate personnel in accordance with established procedures.⁷

3 No later than July 31st of each year, the board shall publish on its website information related to state
4 and board mandated tests that will be administered during the school year. The information shall
5 include:⁸

6 1. The name of the test;

7

8 2. The purpose and use of the test;

9

10 3. The grade or class in which the test will be administered;

11

12 4. The tentative date or dates that the test will be administered;

13

14 5. The time and manner in which parents and students will be notified of the results of the test;

15

16 6. How **parent(s)/guardian(s)** can access the questions and answers on their student's state-
17 required tests; and

18

19 7. If a board mandated test, how the test complements and enhances student instruction and
20 learning and how it serves a purpose distinct from state-required tests.

21 Testing information shall also be placed in student handbooks or other school publications that are
22 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(11)(e)(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412 Public Acts of 2021, Chapter No. 271 Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Behavior and Discipline	Descriptor Code: 6.300	Issued Date: 02/27/20
		Rescinds: 6.300	Issued: 01/23/20

1 The board delegates to the Director of Schools the responsibility of developing specific codes of
2 behavior and discipline, which are appropriate for each level of school.¹ Codes of conduct for students
3 in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out,
4 1(one) minute for each year of the student's age. **Exclusionary discipline shall only be used as a**
5 **measure of last resort.**² The development of each code shall involve principals and faculty members of
6 each level and shall be **based on evidence-based behaviors supports and interventions.**³ **consistent with**
7 **the relevant policies as adopted by the board.**⁴

8 The following levels of misbehavior and disciplinary procedures and options are **standards** designed to
9 protect all members of the educational community in the exercise of their rights and duties to maintain
10 a safe learning environment where orderly learning is possible and encouraged.⁴ ² These misbehaviors
11 apply to student conduct on school buses, on school property, and while students are on school
12 sponsored outings. Staff members **have the authority to enforce the code of conduct**³ and shall ensure
13 that disciplinary measures are implemented in a manner that:⁵ ³

- 14 1. Balances accountability with an understanding of traumatic behavior;
- 15
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
17 allowed in school;
- 18
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
20 behavioral intervention plans;
- 21
- 22 4. Creates consistent rules and consequences; and
- 23
- 24 5. Models respectful, non-violent relationships.

25 In order to ensure that these goals are accomplished, the school district shall utilize the following
26 trauma-informed discipline practices: RTI²B, multi-tiered system of supports, or behavior intervention
27 plans. **Principals shall use appropriate discipline management techniques when enforcing the code of**
28 **conduct.**

29 MISBEHAVIORS: Level I

30 This level includes minor misbehavior on the part of the student which impedes orderly classroom
31 procedures or interferes with the orderly operation of the school, but which can usually be handled by
32 an individual staff member.

33 *Examples (not an exclusive listing):*

- 1 • Classroom disturbances
- 2 • Classroom tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Non-defiant failure to do assignments or carry out directions
- 6 • Wearing while on the grounds of a public school during the regular school day, clothing
- 7 that exposes underwear or body parts in an indecent manner that disrupts the learning
- 8 environment³
- 9 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 10 Cyber-bullying, and/or Hazing)

11 *Disciplinary Procedures:*

- 12 • Immediate intervention by the staff member.
- 13 • Determine what offense was committed and its severity.
- 14 • Determine offender and that he/she understands the nature of the offense.
- 15 • Employ appropriate disciplinary options.
- 16 • Record of the offense and disciplinary action maintained by staff member.

17 *Disciplinary Options:*

- 18 • Verbal reprimand
- 19 • Special assignment
- 20 • Restricting activities
- 21 • ~~Assigning work details~~
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits which might affect citizenship or department grades
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension
- 29 • RTI²B, multi-tiered system of supports or behavior intervention plans

30 **MISBEHAVIORS: Level II**

31 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.
 32 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of
 33 others but whose educational consequences are serious enough to require corrective action on the part
 34 of administrative personnel.

35 *Examples* (not an exclusive listing):

- 36 • Continuation of unmodified Level I behaviors

- 1 • ~~School or class tardiness~~
- 2 • ~~School or class truancy~~
- 3 • Using forged notes or excuses
- 4 • Disruptive classroom behavior

5 *Disciplinary Procedures:*

- 6 • Student is referred to principal for appropriate disciplinary action.
- 7 • Principal meets with student and teacher.
- 8 • Principal hears accusation made by teacher, permits student the opportunity of
- 9 explaining his/her conduct, ~~denying it or explaining any mitigating circumstances.~~
- 10 • Principal takes appropriate disciplinary action and notifies teacher of action.
- 11 • Record of offense and disciplinary action maintained by principal.

12 *Disciplinary Options:*

- 13 • Teacher/schedule change
- 14 • ~~Modified probation~~
- 15 • ~~Behavior modification~~
- 16 • ~~Social probation~~
- 17 • Peer counseling
- 18 • Referral to outside agency
- 19 • In-school suspension
- 20 • Transfer
- 21 • Detention
- 22 • Suspension from school-sponsored activities or from riding school bus
- 23 • ~~Corporal punishment~~
- 24 • ~~Restricting school-related honors student is otherwise due~~
- 25 • Out-of-school suspension (not to exceed ten (10) days).
- 26 • RTI²B, multi-tiered system of supports or behavior intervention plans
- 27

28 **MISBEHAVIORS: Level III**

29 Acts directly against persons or property but whose consequences do not seriously endanger the health
30 or safety of others in the school.

31 *Examples (not an exclusive listing):*

- 32 • Continuation of unmodified Level I and II behaviors
- 33 • Fighting (simple)
- 34 • Vandalism (minor)
- 35 • Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol
- 36 • Use, possession, sale or distribution of drug paraphernalia
- 37 • Use, sale, distribution and/or being under the influence of drugs
- 38 • Stealing

- 1 • Threats to others
- 2 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 3 Cyber-bullying, and or Hazing)

4 *Disciplinary Procedures:*

- 5 • Student is referred to principal for appropriate disciplinary action.
- 6 • Principal meets with student and teacher.
- 7 • Principal hears accusation **and allows the student** ~~by accusing party and permits~~
- 8 ~~offender~~ the opportunity **to** ~~of~~ **explaining** his/her conduct.
- 9 • Principal takes appropriate disciplinary action **and notifies the staff member of the**
- 10 **action.**
- 11 • Principal may refer incident to director of schools and make recommendations for
- 12 consequences.
- 13 • If student's program is to be changed, adequate notice shall be given to the student and
- 14 his/her parents/guardian(s) of the charges against him, his/her right to appear at a
- 15 hearing and to be represented by a person of his/her choosing.
- 16 • Any change in school assignment is appealable to the Board.
- 17 • Record of offense and disciplinary action maintained by principal or Director of
- 18 Schools.

19 *Disciplinary Options:*

- 20 • In-school suspension
- 21 • Detention
- 22 • Corporal punishment
- 23 • Restitution from loss, damage or stolen property
- 24 • Out-of-school suspension not to exceed ten (10) days
- 25 • Social adjustment classes
- 26 • Transfer
- 27 • Expulsion
- 28 • RTI²B, multi-tiered system of supports or behavior intervention plans

29 **MISBEHAVIORS: Level IV**

30 Acts which result in violence to another's person or property or which pose a threat to the safety of
31 others in the school. These acts are so serious that they usually require administrative actions which
32 result in the immediate removal of the student from the school, the intervention of law enforcement
33 authorities and/or action by the Board.

34 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
35 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
36 death to another person.⁵

37 *Examples (not an exclusive listing):*

- 1 • Unmodified Level I, II and III behaviors
- 2 • Death threat (hit list)
- 3 • Extortion
- 4 • Bomb threat
- 5 • Possession/use/transfer of dangerous weapons *
- 6 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 7 employee of the school, or a school resource officer*
- 8 • Aggravated Assault *
- 9 • Vandalism
- 10 • Theft/possession/sale of stolen property
- 11 • Arson
- 12 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 13 substance analogue, or legend drug)*
- 14 • Use/transfer of unauthorized substances
- 15 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 16 Cyber-bullying, and/or Hazing)
- 17 • Electronic threat to cause bodily injury or death to another student or school employee*

18 *Disciplinary Procedures:*

- 19 • Principal confers with appropriate staff members and with the student.
- 20 • Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 21 • Parents/guardians are notified.
- 22 • Law enforcement officials are contacted.
- 23 • Incident is reported and recommendations made to the Director of Schools.
- 24 • **The principal notifies the staff members of the resolution.**
- 25 • **If the student's placement is to be changed, adequate notice of the charges shall be**
- 26 **given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a**
- 27 **hearing.**
- 28 • ~~Complete and accurate reports are submitted to the Director of Schools.~~
- 29 • ~~Student is given hearing before disciplinary hearing authority.~~

30 *Disciplinary Options*

- 31 • Expulsion
- 32 • Alternative schools
- 33 • Other hearing authority or Board action which results in appropriate placement
- 34 • RTI²B, multi-tiered system of supports or behavior intervention plans

35 *Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the
36 Director of Schools on a case-by-case basis.

37 **ADDITIONAL GUIDELINES:**

- 38 • A student shall not be suspended solely because charges are pending against him/her in
39 juvenile or other court.

- 1 • A principal shall not impose successive short term suspensions that cumulatively
 2 exceed ten (10) days for the same offense.³
 3 • A teacher or other school official shall not reduce or authorize the reduction of a
 4 student's grade because of discipline problems except in deportment or citizenship.
 5 • A student shall not be denied the passing of a course or grade promotion solely on the
 6 basis of absences except as provided by board policy.
 7 • A student shall not be denied the passing of a course or grade promotion solely on the
 8 basis of failure to:
 9 ○ pay any activity fee;
 10 ○ pay a library or other school fine; or
 11 ○ make restitution for lost or damaged school property.

* Zero tolerance offences

Legal References

1. TCA 49-6-4005;
2. TCA 49-6-3024
3. ~~Public Acts of 2021, Chapter No. 77~~
4. ~~TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118~~
5. ~~Public Acts of 2019, Chapter No. 421 TCA 49-6-4109~~
6. TCA 49-6-4009
7. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Interference/Disruption of School Activities 6.306
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315
 Suspension/Expulsion/Remand 6.316
 Safe Relocation of Students 6.4081

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 01/07/08
		Rescinds: 4.200	Issued: 02/06/97

1 *General*

2
3 Under the leadership and direction of the supervisors of instruction, a **expanded unified curriculum** **may**
4 **shall** be developed **within the statewide curriculum framework for the school system in each** subject area,
5 grades K-12, and presented to the Board for adoption.^{1,2}
6

7 The curriculum shall include those subjects and topics required by state and federal laws and
8 regulations.² It shall foster respect and appreciation of the cultural diversity found in our country and
9 an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic
10 society.

11 Teachers in each school shall participate in the system-wide development of the curriculum in their
12 appropriate subject areas. Assignments for curriculum development in the elementary grades will be
13 made by the principal. The curriculum will be revised and updated regularly through in-service
14 programs and curriculum planning sessions with changes subject to approval by the Board.
15

16 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
17 encouraged but must have prior approval of the principal. An experimental program requires the
18 approval of the Director, the Board, the Commissioner of Education and the State Board of Education.^{2,1}

19 **A course may become a permanent part of the school program after three (3) years of operation upon**
20 **approval of the State Board of Education.**²
21

22 **IMPLEMENTATION**

23 The primary responsibility for ensuring the effective operation of the curricular programs and activities
24 shall be delegated to the Director of Schools.

25 The school principals shall be responsible for administering the established instructional programs of
26 their respective schools.
27

Legal References:

- 28 1. TCA 49-1-302(a);(1-3);(8) TRR/MS 0520-01-03-.03
29
30 2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*;
31 TCA 49-6-1301-1302

Cross Reference:

- Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602