

Policy Committee Meeting
January 11, 2023 4:30 PM
Central Services Board Room

1. Call to Order - Ms. Rebecca Hamby
2. Moment of Silence / Pledge of Allegiance - Ms. Rebecca Hamby
3. Approval of the 11/28/22 Minutes - Ms. Rebecca Hamby
4. Policy 2.8041 Travel
5. Policy 3.3001 Use of Cellular Phones
6. Policy 4.205 Enrollment in College Level Courses
7. Policy 4.206 Special Programs
8. Policy 4.212 Virtual Education Program
9. Policy 4.601 Reporting Student Progress
10. Policy 6.200 Attendance
11. Policy 4.700 Testing Programs
12. Policy 4.701 Maintaining Test & Data Security
13. Review Only/Date Change Policies
14. Other Discussion
15. Adjournment

Policy Committee Meeting
November 28, 2022
Central Services Board Room

The Policy Committee met on Thursday, November 28, 2022, in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 4:35 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Mr. William Stepp, DOS	Shannon Stout, District 9
Elizabeth Stull, District 1	Ms. Rebecca Hamby, District 7
Sheri Nichols, District 3	Anita Hale, District 4
Ms. Teresa Boston, District 8	Mo Charnot, Media
Ms. Kim Bray, HR Director	Scott Maddox, HS/CTE Supervisor
Ms. Rebecca Farley, Pre-K/Elem Supervisor	Julia Timson, CCEA President
Karri Hobby, CCHS Principal	Kelly Smith, SMHS Principal
Cassie Warner, AP, CCHS	Stephanie Barnes, Stone Elem Principal
Dawn Hall, South Principal	Stephanie Speich, Brown Principal
Debra Beaty, Crab Orchard Principal	Kelly Thurman, Counselor, Brown Elem
Kali Buck, Counselor, CCHS	Mary Edmonds, Homestead Principal
Rene Martinez, Counselor, North	

Absent:

1. **Call to Order** – Ms. Rebecca Hamby
2. **Moment of Silence/Pledge of Allegiance** – Ms. Rebecca Hamby
3. **Approval of Minutes** – Ms. Rebecca Hamby

VOICE VOTE: Nichols moved to approve.
Stout (second-yes)

MOTION: Carried unanimously

4. Policy 6.310 Dress Code

Hamby introduced the policy and let everyone know this meeting was solely for the purpose of addressing the dress code policy. Boston asked if the committee members had a chance to review the policy and proposed changes. Stout answered yes. Hamby asked if the principals and counselors in attendance had the chance to review and Stepp asked if he could let everyone know basically how they ended up here. Stepp said he started talking with principals and even shared a google doc but asked them to share input. Discussions took place and then reviewed with the admin team. Hamby said for this to be uniform, all 12 principals need to work together. Boston asked for those employees that actually police these issues, what did they deal with the most. Warner said hair color, piercings, and the holes in the jeans up too high. Boston asked if in Spring and Summer do they deal with the shorts being too high. Warner said not dealing with that as much as the ripped jeans. Hamby said she suggest mid-thigh rather than 5 inches, so people aren't having to measure. Stepp said in the principals meeting, there was a lot of discussion of this, and fingertip length and mid-thigh were the 2 easiest options. Hamby asked what best suggestion for the holes in jeans would be. Smith said whatever option the district chooses for the skirts and shorts; the holes should land in that area as well. Smith said there's need to be something in place, so it isn't just the seams holding pants together. Hall said the mid-thigh problem for her is when the student bends over and it creates a longer length. She suggested wording to say, "shoulders relaxed", regardless

of what length option they choose. Stepp said he added “from a relaxed standing posture”. Stull said the 5-inch length is different for everyone. She recommended mid-thigh. Stout suggested to add the “relaxed standing posture” wording to where it references leggings and skirts and dresses. Hale said she thinks the young ladies will have trouble keeping skirts down when they sit down and bend over if it’s that short. Stull said it’s just where everyone is at today and hopefully the students could act appropriately. Stout asked why in the first paragraph that it says students are “encouraged to adhere” and not “required to adhere”. Stepp made the change to say required. Stout asked where the costume issue was at in the policy. Hamby said one needed to be added. Stepp added “no costume attire or distracting clothing”. Stull asked exactly what principal discretion is. Stepp said every specific clothing requirement is not listed but following these parameters they rely on the principals to use their best discretion when policing it and staying consistent will be his intent. Smith said for the pajama pants, at least the students are covered when they are wearing them. She does not think house shoes should be permitted and they don’t want students wearing onesie pajamas. Stull says everyone’s definition of pajama is different. Hobby said she doesn’t know if it could be worded lounge pants or flannel pants, but if they found a word that isn’t pajama then it can’t go into onesies or lacey type pajamas. Martinez asked what an appropriate wording for pajamas would be called. Hale asked what about males because if her son wore lounge pants to school, he would not have underwear on underneath them. Stull said this was where dressing appropriately as it states in the policy would come into play. Boston asked if lounge pants had to be specifically referenced. She suggested to just put no pajamas. Barnes said principals’ discretion at that point. Stull asked if that does give them (the principals) the ability to forgo dress code. Stepp said no, that’s incorrect. Hamby asked are all 12 principals going to agree on what’s appropriate and what’s not? Boston said the policy says that principal’s judgement shall prevail in all matters regarding the application of these rules. She said what that means is that the policy is saying you figure it out and void everything else that it states. Stull said that’s how she took it. Hamby said that needs to be reworded. Smith said she doesn’t think that way. Barnes says that gives them the freedom to know about circumstances that everyone else in the building might not know about and the principal can say because they know what’s going on, they will bypass the issue that day. Boston said there may be a way to word that appropriately, so they do have the discretion. She said with the current wording in policy, that means it stops there. If a parent disagrees with what is being decided, that’s it. Smith said in situation like that, she has seen where the parents will come to Central Office and see Dr. Maddox or Dr. Farley and they can overrule the principals. Speich said she sees it as the end all be all of that issue. Smith said she’s not saying that it isn’t but at times the supervisors have offered a middle ground. Boston asked if they are using the policy as a guideline. Smith said yes and they try to always adhere to it. Boston said if a student comes and they are not within the guidelines, then the principal’s decision would then stick. Smith said yes. Boston said she was ok with that. Stepp told everyone that the principal’s discretion was within his intent and his intent is to keep the board happy, with everyone following policy. Stout said that she worries that the principals would get put into a tough position if they were given judgement to prevail. She didn’t want them to be on the hot seat. Stepp said some of the discussions he’s had with the principals are how to stay consistent from child to child. He said if the children see inconsistency that’s when the issues arise. He said there are great principals here and they know how to be fair and handle the consistency from day to day with the students. Hamby said she feels the wording causes issues. Stepp explained the documentation for the meeting was the policy, then a lot of the procedures that were in place to follow. He said our current policy has the procedures within the policy. Stout asked if procedures could change. Stepp said yes, it’s a living document and can change often. Stout asked if students saw those procedures. He said yes, they get a copy every year. Stout said going forward, if the procedures needed to change, would the board be made aware. Stepp said yes. Stout asked if they would have input. He said yes, always. Boston said if there are 2 different principals with 2 different approaches there’s no way to stay consistent. Stepp said he could assure them his intent is to make sure they are consistent. If there are issues, corrective action will be taken. Boston said there are inconsistencies now that are very visible and asked how to put something down for guidelines. She asked Stepp how he could sit and say we will be consistent and it’s my intent because she does not think he can do that with different personalities and different focuses. Stepp reiterated that his job was to keep the principals consistent and he’s in the buildings every week. He said he believes he can come together as a team and

make it happen. Nichols said the fact that they've been meeting, and teamwork is already underway, they have to trust that. Hamby asked elementary principals where they stand on these matters? Beaty said they would all rather see Bucee Beaver pants than a costume tail, and they want them in school. Thurman said there's a world of difference in a 6-year-old getting themselves up, getting dressed and getting themselves on the bus versus a 16-year-old doing that. She said in those situations dress code can absolutely look a little different. She said there should be some expectations in place and school is preparing them for life and job readiness and things should not be too lax. Buck said her greatest concern is having so many principals but the employees enforcing the policies as well. And the policies need to be clear but and understanding for all those who are enforcing. Boston said the policy is vague, but the procedures are specific. She then asked those present about the oversized sweaters and sweatshirts. Hamby said this was in the original policy. Stepp said the oversized trench coat and dusters are for obvious safety reasons, but he can remove the sweaters and sweatshirts. Stout said she don't want them to be so big that it inhibits them from school activities. Stull asked for a better definition than just "oversized". Hamby asked about taking them out completely. Stull said she gets the safety issue but what could be put in that would define that. Stepp said the policy and procedures that the principals had been working on were common in many local schools' systems. He said this is something that our district took and modified. Stepp suggests using the wording excessively. Stout suggested adding something along the lines of safety and inhibit their ability. Hall asked if the word clothing could be used. Boston said leave coats, trench coats and dusters. Stepp updated the wording as suggested. Smith told everyone that this was a perfect example of "principal's discretion" when it comes to oversized clothing. Stepp told everyone that the hoodie wearing is a constant battle. He said according to the current policy, if a kid is told to pull their hood off, that's a verbal warning and the second time they have to be told then that goes into punitive, and kids are going to be at Phoenix within the first 2 weeks of school because of punitive issues. Hamby asked where to find the happy medium. Stout said if there's a concern for consistency then present a visual for what is ok and not ok. Stull asked if elementary girls on the playground should have something on (such as shorts) underneath dresses or skirts. Speich said that's never been an issue on her playground. North Cumberland counselor said he does not see that issue much at all. Hamby asked why no caps. Stepp said as a previous high school principal, he never had an issue with caps/hats. As long as they were in the seats happy and learning, he was ok. His DOS told him no hats so then he enforced those rules. Stout asked if it would be ok around the school but not in the classroom? Stepp said differing philosophies per teacher. He allowed the teachers to figure out what was best for their classroom and make those decisions. He said both times, they ended up reward schools. Hamby asked the principals their thoughts for hats. Speich said she tells them outside it's fine. She said it's about relationships. When she's talking to the student, she wants to see their faces. Hamby asked if it needed to be listed in the policy. Nichols said she agrees with Stepp, it should be teacher's discretion. Stepp said in the principal's discussion meeting it was left in the policy because it had always been in the policy. Smith said she herself does not like hats. Hale said she thinks they need to be removed inside the building. Smith said they have special dress up days when they are allowed to wear hats. Hamby said there again, this is showing inconsistency across building and principals. Hobby said she would like to meet in the middle somewhere. For some kids, it's like a safety blanket. She personally doesn't mind the hats but would like the teachers to have discretion and then she would back the teacher up on their preference. Nichols asked if that put too much pressure on the teachers for them to decide at their own discretion. Stout asked if it could be worded as in common areas only but not in classroom. Nichols asked if that would be in the policy. Boston said in the procedures. Martinez said for him, when he was teaching, he would tell the students to remove their cover as it was an expectation of life. On certain jobs, that's not allowed. And if the district is trying to get students career ready, then those rules should remain. Stout said they are loosening guidelines but if it gets too hard on the teachers and staff, they can come back and reevaluate. Hale said past boards had worked too hard on these policies for the board now to just throw them out. Stout said the procedures and expectations could be rolled into the policy, so it reads like the current one but with the new guidelines. Hamby said there does need to be more in the policy. Hamby asked could it read just that they cannot wear them in the classroom which would allow students to wear them on the playground or in common areas such as hallway or lunch. Buck said she had a concern with a rule like this. She said when playing the hall cameras back, the concern would be

that you would not be able to identify a student who is in a hat. She then said the argument would be presented “if they can wear a hat why can’t I wear a hood”? Stout said based on that are they back at the original policy. Stepp said the principals could live with certain things within the policy. Even though there may not be a full 100% agreement, it was livable. Boston said input is invaluable to the board. She wants to make the right decision but not one that will be harder for the teachers and staff. Stepp reminded everyone that the board approved the career framework where they are discussing careers all the way down to the kindergarten level. He said all the dress code discussions will be what they see within the career framework. College opportunities are built into the framework and that will be discussed at every school, all the way down. And the dress is a part of that discussion, pushed all the way down to elementary level. Boston asked Edmonds, on a daily basis, did she deal with dress code issues every day? Edmonds said not every day, it comes in spurts, like beginning of the year, when the weather changes, but not daily. Boston then asked Smith and Smith said yes, on a daily basis. Nichols asked what the biggest issue was. Smith said at the beginning of the year and beginning of semester it was hair color. Boston and Hamby both stated, “that’s gone.” Smith said the holes in pants and the length of things. Stepp said the style for a female now is having their mid riff showing. Smith said she just walks them up to the clothes closet now and gets something else for them to put on. Stepp said now in the policy the third violation is a student suspended until a parent conference. He said principals are creating a more positive to the dress code. Stull said she did like that but didn’t think they needed to be suspending kids for a third dress code violation. She likes the proposed policy that says disciplinary action will be at the discretion at the administration. Stepp said in an academic minded school the focus is getting them back in the classroom and not out. Stout made a suggestion on the jewelry portion to add “harmful to wear”. Hamby asked that Stepp send the procedures document to the board, and he told her they would have it and it’s a living document that would change anytime they changed it. Stout asked if all were in agreement with how things looked on the procedures and Stepp asked if they wanted the procedures listed on the policy. Hamby and Stull said they would like to see it on there. Stout said as long as if it needed to be modified, they would call a meeting and deal with it at the policy committee level. Stepp said yes, if modified it would have to go before the policy meeting and then before the board again. Boston said this policy gives enough authority to building principals to make the call without involving Mr. Stepp or the board. Giving them the guidelines to follow. Stepp said should it not be consistent with all the schools; he will step in with corrective action. Hamby asked about the piercing of the nose- particularly the nose studs. She asked if it’s a problem if they don’t cover the stud? Smith said they do now. Timson spoke up and said if they take it out they put a spacer in or put a band aid on it. Hamby asked why. Barnes said it does not affect their learning. Martinez said the nose piercings, small facial or even the large gauges are not distracting to the learning environment. He said the only issue is are they appropriate? He said you could not wear an earring with a marijuana leaf on it just like you couldn’t wear a t shirt with one on it. Hamby said that should fall under the inappropriate clothing clause. Boston said they had been asked to take that out and not to have the teachers even have to address it. Timson asked “if a student comes in and looks like they face planted into a tackle box, would that be ok?”. She said if it’s being taken completely out it would be a no holds barred. Stout said you could add the wording “no excessive” but where is the breaking point then on excessive? She then asked is it affecting them when they would become older and get into the working environment. Stull asked if there were laws in the state of TN around piercings, age wise. Hamby said if their parent signs, they can get at any age. Martinez said if a middle school kid showed up and mom got him a piercing, then it’s her approval. Boston asked if we had students that looked like that. Timson said no, because the current policy doesn’t allow it but if it’s taken out, it’s no longer in the policy. Stepp said in all his time as a principal he has never seen that. He said that if that had ever happened then his boss at the time would have said, that’s distracting, principal discretion, you can’t wear that. Hamby said if it started happening it could be brought back into the policy meetings and added back into the policy. Martinez said he came from a district that did not have a piercing policy and he didn’t have the looking like a tackle box issue. Nichols asked if that needed to be principal discretion, or did it needed to be added to the policy so they wouldn’t have to deal with it. Smith said leave it out. Boston asked if a student did come in and have multiple piercings how would they deal with it. Smith said she would take the student to the nurse, and they would talk about hygiene. She would want them to know about cleaning so not to get infected and have

to miss school and any safety issue it might cause. Boston asked if she would have them removed or leave them alone. Smith said leave them alone. Hamby asked if anyone else had any other discussions. The committee, principals, and DOS clarified wording and gave a final approval of the recommended suggestions. Hamby made a motion to approve the changes made to the procedures and add the procedures into the policy and then send on to the full board. Stout made a second. Stout asked if this would be in place by next semester, not next school year. Hamby said it can go to first and second reading at the meeting and then it will be ready to go afterward. Stull asked wouldn't it be ready to go immediately after the meeting. Smith said she recommended starting it at the second semester after the students come back from break. All agreed. Stepp reminded the committee that the principals communicate regularly with parents and the district sends out a parent newsletter, so they would be made aware as soon as all changes were in place.

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

MOTION: Carried unanimously

5. Adjournment

Nichols made a motion to adjourn. Stull with a second.

VOICE VOTE: Nichols (mover-yes)
Stull (seconder-yes)
All Ayes

MOTION: Carried unanimously

The meeting was adjourned at approximately 6:05 p.m.

Mr. William Stepp
Director of Schools

Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and Board Secretary

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Travel	Descriptor Code: 2.8041	Issued Date: 05/26/22
		Rescinds: 2.8041	Issued: 12/17/15

1 Cumberland County Board of Education adopts the following policy in regard to officials and
2 employee travel:

3 **Authorization.** Travel may not be undertaken unless authorized in advance by an employee's supervisor.

4 **Mileage Rate:** Mileage for properly authorized travel on official school business shall be reimbursed at
5 the mileage rate of \$0.59 per mile.

6 **Meals:** Meals for properly authorized travel on official school business may be reimbursed at a
7 maximum of \$54.00 per day. Employees who do not regularly travel out of county and are away from
8 their official station during normal mealtime shall be reimbursed at a rate of \$13.00 for breakfast, \$15.00
9 for lunch and \$26.00 for dinner. Normal mealtime for breakfast shall be defined as between 5:00 a.m.
10 and 9:00 a.m.; lunch shall be defined as between 10:00 a.m. and 2:00 p.m.; and dinner shall be defined
11 as between 5:00 p.m. and 9:00 p.m. Receipts are required to be submitted.

12 **Parking Expenses.** Charges for parking expenses incurred for properly authorized travel on official
13 business shall be reimbursed. Receipts are required.

14 **Lodging.** Lodging for properly authorized travel on official school business shall be reimbursed at the
15 actual cost incurred. Lodging may be at or near the site where the conference/training program is being
16 held, at a reasonable cost. Lodging receipts are required and must itemize room charges and taxes by
17 date.

18 ~~**Telephone Calls.** Phone, facsimile and long distance calls for school business will be reimbursed.~~
19 ~~Employee must provide a statement furnishing the date, name and location called for long distance calls~~
20 ~~and facsimile charges.~~

21 **Claims for Reimbursement.** Employees should submit claims for reimbursement for travel expenses no
22 later than thirty (30) days after completion of travel using forms provided by the School Finance
23 Department.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 04/24/14
		Rescinds: 3.3001	Issued: 12/16/10

1 Cellular phones are provided by the Board to the building and grounds department, the
2 transportation department and other key staff members on an as-needed basis.

3 Cellular phones ~~provided to employees are for official school board business only and shall not be used~~
4 ~~for personal purposes except in case of emerginices.~~ ~~are to be used only to conduct official board~~
5 ~~business. In the event an employee needs to use the phone while driving a school vehicle. He / she~~
6 ~~should pull over to a safe location. In the event a personal call is made or received, the call~~
7 ~~shall be logged and the Board will be reimbursed by the person to whom the phone is assigned~~
8 ~~upon receipt and audit of the phone bill.~~

9 ~~All employees assigned a cellular phone will be responsible for any loss or damage to the instrument.~~
10 ~~Supervisors will periodically review the use of the cellular phones to determine the need for their~~
11 ~~continued use and to ensure that all calls are within the scope of school business.~~

12 ~~The Director of Schools/designee shall develop procedures for assignment and use of phones. All~~
13 ~~employees assigned a cellular phone will be responsible for any loss or damage to the~~
14 ~~instrument. Supervisors will periodically review the use of the cellular phone to determine the need~~
15 ~~for their continued use.~~

16

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 08/26/21
		Rescinds: 4.205	Issued: 10/22/20

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

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

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

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

14 **NOTIFICATION¹**

15 The Director of Schools and supervisors shall develop a procedure to cover the notification process for
16 enrollment in advanced courses in accordance with Public Acts of 2021. The notification shall state that
17 a student will remain enrolled in the course unless the parent/guardian timely submits a written request
18 for removal. The Director of Schools shall determine the deadline to submit the request for removal.

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

22 **COLLEGE LEVEL COURSES²**

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

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

1 MIDDLE COLLEGE

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

9 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)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Programs	Descriptor Code: 4.206	Issued Date: 10/28/21
		Rescinds: 4.206	Issued: 01/24/19

1 All special programs shall be under the general supervision of the appropriate supervisor.

2 **REMEDIAL INSTRUCTION**

3 The remedial program will concentrate mainly on improvement of reading and math skills for the most
4 educationally needy students. Various materials will be used to supplement the work being done in the
5 classroom.

6 Instructional assistants will assist students in reading and math, working under the direction of the
7 regular classroom teacher.

8 **HOMEBOUND INSTRUCTION¹**

9 The Homebound Instruction Program is for students who, because of a medical condition are unable to
10 attend the regular instructional program¹. The homebound instruction program shall consist of three (3)
11 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

12 To qualify for the Homebound Program, a student shall have a medical condition that will require the
13 student will be absent for a minimum of ten (10) consecutive instructional days or for an aggregate of
14 at least ten (10) instructional days for a student who has a chronic medical condition. The student shall
15 be certified by his/her treating physician as having a medical condition that prevents him/her from
16 attending regular classes. The services provided the homebound student shall reflect the student's
17 capabilities and be determined by the homebound instructor, after consultation with appropriate
18 professional staff of the student's assigned school

19 Recertification shall be obtained after the expiration of each period of homebound instruction if the
20 student's treating physician certifies, in writing, that the student has a medical condition that prevents
21 him/her from returning to the regular classes.

22 **COVID-19 QUARANTINE²**

23 ~~Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test~~
24 ~~result or possible exposure to COVID-19 may participate in remote instruction during the period of~~
25 ~~quarantine only.~~

26 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS^{1,2}**

1 The homebound instruction program for pregnant students shall consist of a minimum of three (3)
2 hours of instruction per week for a period of six (6) weeks.² When provided, such homebound
3 instruction shall consist of two (2) visits per week, each visit lasting for one and one-half (1-1/2) hours.

4 The student's physician shall recommend, in writing, the six-week period for which the student shall be
5 eligible for homebound instruction.

6 A homebound instruction program for longer than the six (6) week period shall only be provided to a
7 student who is certified in writing by her physician as having health complications arising from the
8 pregnancy that prevent her from returning to regular classes.

9 **ABANDONED AND NEGLECTED STUDENTS**

10 The district will provide a free appropriate public education to all abandoned and neglected students
11 within the county.

12 **DELINQUENT AND INCARCERATED STUDENTS**

13 The district will provide educational services for delinquent and incarcerated students within the
14 county.

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10
2. TRR/MS 0520-01-13-.01(d)(1)

Cross References

Alternative Credit Options 4.209
Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 09/22/22
		Rescinds: 4.212	Issued: 12/02/21

1 **General**

2 The Cumberland County virtual education program is a course or series of courses offered by a school
3 district to provide students a broader range of educational opportunities through the use of technology.
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in
6 state law.²

7 Virtual education programs³ shall be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
9
- 10 2. Continuity of educational service for students who are homebound;⁴
11
- 12 3. Continuity of educational service for students who are quarantining;⁵
13
- 14 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
18 or staff, or during the administration of end of course examinations or other examinations as
19 allowed by state law.⁷

20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above
22 educational opportunities. The following factors shall also be taken into consideration when
23 determining eligibility:

- 24 1. Attendance;
- 25
- 26 2. Grades;
- 27
- 28 3. Technology survey; and
- 29
- 30 4. Other, as determined by district procedures.

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
7
- 8 2. Students participating in synchronous virtual instruction;
9
- 10 3. Students completing work in a learning management system;
11
- 12 4. Students submitting work via hard-copy or virtual formats; or
13
- 14 5. Other, as determined by district procedures.

15 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

16 A student may be removed from the virtual education program or denied future enrollment in a virtual
17 education program based on disciplinary issues, attendance issues, or poor academic performance.

18 Before a student is removed based on poor academic performance, the following interventions shall
19 occur:

- 20 1. Notification of parent/guardian;
21
- 22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
23 academic performance; and
24
- 25 3. Other, as determined by district procedures.

26 ENROLLMENT AGREEMENT

27 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
28 students from other school districts that want to attend virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 12/04/03
		Rescinds: 4.601	Issued: 01/06/98

1 Student progress reports shall be provided as required by the director of schools in accordance with the
2 current standard operating procedures manual. The reporting procedure shall be in writing and shall be
3 uniform for all reporting periods during each school year.¹ Each report shall be signed by the parents
4 and returned promptly to the school.

5 Student progress reports shall indicate the students' conduct, attendance and academic progress and other
6 information necessary to communicate effectively with the parents.

7 In addition to the regular progress reports, principals and teachers are encouraged to confer, as early in
8 the grading period as possible, with parents on the educational progress of their children. Teachers shall
9 consult with parents of students who are working at an unsatisfactory level or whose performance shows
10 a marked or sudden deterioration. Parents shall be notified by the teacher by the end of the ~~third~~ **second**
11 grading period if the retention of a student is being considered.

12 ~~DRIVER'S LICENSE REVOCATION~~

13 ~~Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to~~
14 ~~the Department of Safety for driver's license revocation.~~

15 ~~A student shall be deemed academically deficient if s/he has not received passing grades in at least two~~
16 ~~(2) full unit subjects or their equivalency at the end of semester grading.~~

17 ~~A copy of the notice sent to the Department of Safety by the attendance teacher or the director of~~
18 ~~schools shall also be mailed to the student's parent or guardian.²~~

19 **PARENT CONFERENCES**

20 At least two (2) times during the school year, conferences shall be scheduled in which parents and
21 teachers may discuss any pertinent problems or other matters of concern regarding the development and
22 education of each student. These scheduled conferences shall not use any portion of the 180 days of
23 classroom instruction.²

24 Conferences shall be physically accessible to all students, parents and/or guardians.³

Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-511(a)(b);
TCA 55-50-512(a)(d); TCA 55-50-513
3. TCA 49-6-7002
4. 28 CFR § 36.201-2

Cross References:

- School Calendar 1.800
- Grievances & the Americans w/ Disabilities Act 1.802
- Grading System 4.600
- Time Schedules & Extra Duty 5.602
- Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/25/22
		Rescinds: 6.200	Issued: 10/28/21

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 day school is in session.

3 The Director of Schools/designee shall ensure that this policy is posted in each school building and
4 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

5 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 6 1. All accounting and reporting procedures and their dissemination;
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9 3. Ensuring that all school age children attend school;
- 10 4. Providing documentation of enrollment status upon request for students applying for new or
11 reinstatement of driver's permit or license; and
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license
13 withdraws from school.²

14 Student attendance records shall be given the same level of confidentiality as other student records. Only
15 authorized school officials with legitimate educational purposes may have access to student information
16 without the consent of the student or parent/guardian.³

17 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
18 designee.

19 Excused absences shall include:⁴

- 20 1. Personal illness/injury;
- 21 2. Illness of immediate family member;
- 22 3. Death in the family; funeral notice
- 23 4. Extreme weather conditions;
- 24 5. Religious observances;⁵
- 25 6. Pregnancy;
- 26 7. School-endorsed activities
- 27 8. Summons, subpoena, or court order; or
- 28 9. Circumstances which in the judgement of the principal create emergencies over which the student
29 has no control.
- 30 10. Other absences as pre-approved by the principal, based on appropriate documentation at least 10
31 (ten) school days prior to day(s) to be missed. This does not include personal family vacations.

1 11. If a student is exempt from final exams per Board policy, the absence on the day of the exam is
2 excused.

3 12. Driver's license/permit appointments will be excused with proof of appointment.

4 Tardies including early dismissal for any reason other than the previously mentioned excuses will be
5 considered unexcused.

6 The Principal shall be responsible for ensuring that:⁶

7 1. Attendance is checked and reported daily for each class;

8 2. Daily absentee sheets contain sign in/sign-out sheets and indicate students present or absent for
9 the majority of the day;

10 3. All student absences are verified;

11 4. Written excuses are submitted for absences and tardiness; and

12 5. System-wide procedures for accounting and reporting are followed.

13 **TRUANCY**

14 Annually the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
15 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
16 school day in order to be counted present. Students may attend part-time days alternating days, or for a
17 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
18 considered present for school attendance purposes. If a student is required to participate in a remedial
19 instruction program outside of the regular school day where there is no cost to the parent(s) and the
20 school system provides transportation, unexcused absences from these programs shall be reported in the
21 same manner.⁷

22 Students who are absent five (5) days without adequate excuse shall be reported to the Director of
23 Schools/designee who will, in turn, provide written notice to the parents/guardians of the student's
24 absence. If a parent/guardian does not provide documentation within adequate time excusing those
25 absences, or request an attendance hearing, then the Director of Schools/designee shall implement Tier
26 II of the progressive truancy plan described below prior to referral to juvenile court.

27 The Director of Schools/designee shall develop appropriate administrative procedures to implement this
28 policy.

29 **Progressive Truancy Plan⁸**

30 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
31 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
32 not limited to;

33 1. After three (3) unexcused absences a student will be required to meet with a school attendance
34 representative to discuss reasons for student absences.

35 2. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the
36 student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

1 Tier II of the progressive truancy plan shall be implemented after the student accumulates four (4)
2 unexcused absences, but before referral to juvenile court, and includes the following;

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
- 4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
 - 7 a. A specific description of the school's attendance expectations for the student;
 - 8 b. The period for which the contract is effective; and
 - 9 c. Penalties for additional absences and alleged school offenses, including additional
10 disciplinary action and potential referral to juvenile court.
- 11 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 12 4. A school employee shall conduct an individualized assessment detailing the reasons a student
13 has been absent from school. The employee may refer the student to counseling, community-
14 based services, or other services to address the student's attendance problems.

15 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
16 consist of the following interventions:

- 17 1. After the 5th unexcused absence, the student will be referred to Truancy Court.
- 18 2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited
19 to Juvenile Court
- 20 3. The Court will be provided a report of all interventions that have been provided to support this
21 student.

22 The interventions shall address student's needs in an age appropriate manner. Finalized plans shall be
23 approved by the Director of Schools/designee.

24 **Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

26 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
27 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
28 absences each school year. No later than seven (7) business days prior to the student's absence, the
29 student shall provide documentation to the school as proof of the student's participation along with a
30 written request for the excused absence from the student's parent/guardian. The Director of Schools will
31 develop procedures to implement this process. The request shall include the following:

- 32 1. Student's name and personal identification number;
- 33 2. Student's grade;
- 34 3. The dates of the student's absence;
- 35 4. The reason for the student's absence; and
- 36 5. The signature of the student and parent/guardian.

37

1 RELEASED TIME COURSE¹⁰

2 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
3 one (1) class period per school day. Students shall not be excused during any class which requires an
4 examination for state or federal accountability purposes.

5 The student shall submit a written consent form signed by the student's parent/guardian prior to
6 participation in the released time course. The principal/designee shall document the approval in
7 writing. The student shall provide documentation to the principal/designee as proof of the student's
8 participation in the released time course.

9 The district shall not be responsible for transporting students to and from the place of instruction.

10 Upon submission of the student's transcript from the entity that provided the released time course, the
11 student may be awarded one-half (1/2) unit of elective credit. The Director of Schools shall develop
12 procedures with secular criteria for determining whether credit shall be awarded.

13 MAKE-UP

14 Students in grades K – 8 will be allowed to make up work.

15 High School students will be allowed to make-up work from all excused absences. Students are allowed
16 to make up work from the first three unexcused absences per semester.

17 The following guidelines will be used to submit all make-up work:

- 18 1) 1 day absent, students will have 3 school days to make up work;
- 19 2) 2 consecutive days absent, students will have 4 days to make up work;
- 20 3) 3 consecutive days absent, students will have 5 school days to make up work.

21 (The number of consecutive days missed +2 will equal the total number of days students are allowed to
22 submit make-up work.)

23 Extenuating circumstances may be appealed to the building principal.

24 EXAM EXEMPTIONS

25 "A" average and a maximum of 3 days excused absence

26 "B" average and a maximum of 2 days excused absence

27 "C" average and a maximum of 1 day excused absence

28 Students with any unexcused absences are ineligible for exam exemptions.

29 All students who obtain four (4) or more unexcused tardies in any class will be required to take the
30 semester exam regardless of grade average or days absent. Students who are suspended from school or
31 who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

1 STATE-MANDATED ASSESSMENT

2 Students who are absent the day of the scheduled End of Course Exams (EOC) shall present a signed
3 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
4 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
5 Excused students will receive an incomplete in the course until they have taken the EOC exam.

6 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
7 averaged into their final grade.

8 Extenuating circumstances may be appealed to the building principal.

9 CREDIT/PROMOTION DENIAL

10 Credit/promotion denial determinations may include student attendance, however, student attendance
11 may not be the sole criterium.¹¹ If attendance is a factor, prior to credit/promotional denial, the
12 following shall occur:

- 13 1. Parents/guardians and students shall be advised if a student is in danger of credit/promotion
14 denial due to excessive absenteeism.
- 15 2. Procedures in due process are available to the student when credit or promotion is denied.

16 DRIVER'S LICENSE REVOCATION²

17 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
18 semester shall be ineligible to retain a driver's permit or license.

19 ATTENDANCE HEARING¹²

20 Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion
21 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
22 principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be
23 provided written or actual notice of the appeal hearing and shall be given the opportunity to address the
24 committee.

25 An attendance committee appointed by the principal will conduct a hearing to determine if any
26 extenuating circumstances exist or to determine if the student has met attendance requirements that
27 will allow him/her to pass the course or be promoted. Upon notification of the attendance committee
28 decision, the principal shall send written notification to the Director of Schools/designee and the
29 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.
30 The notification shall advise parents/guardians of their right to appeal such action within two (2)
31 school days to the Director of Schools/designee.

32 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

33 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
34 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.

- 1 Following the review, the Board may affirm or overturn the decision of the Director of schools/designee.
- 2 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 10/28/21
		Rescinds: 4.700	Issued: 09/26/19

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
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the test;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
34 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:

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

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

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

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

19 Scaled Score = $[(\text{Raw Score}/\text{Max Raw Score})^{(\text{Scale Factor})}] * 100$

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

22 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

26 Career aptitude assessments shall be administered to 7th and 8th graders in order to guide the student's
27 high school plan of study. Upon receiving the results from these assessments, the school shall provide
28 students with information on any available career and technical education opportunities in which the
29 student may participate in.

30 **TESTING INFORMATION AND PARENTAL CONSENT**

31 Any test directly concerned with measuring student ability or achievement through individual or group
32 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
33 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)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
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 November	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date: 02/28/19
		Rescinds: 4.701	Issued: 05/26/16

1 Annually, the Director of Schools will designate a System Testing Coordinator who shall be
 2 responsible for administering, monitoring, and maintaining security of all tests to be administered
 3 within the school system. The principal of each school shall serve as or designate a Building Testing
 4 Coordinator who shall be responsible for the administrating, monitoring and maintaining security of all
 5 tests given in his/her school. Test security procedures shall adhere to guidelines issued by the State
 6 Department of Education.¹

- 7 1. All personnel involved in testing shall sign the Testing Code of Ethics and submit at the district
 8 office for documentation.
- 9
- 10 2. All personnel involved in testing shall be trained and the related documentation retained for
 11 system records. The training shall include: State Test Security Law, State Test Security
 12 Guidelines, local policy and test administration procedures.
- 13
- 14 3. Inventory verification procedures shall be implemented for all paper test materials including
 15 modified format and Braille test forms.
- 16
- 17 4. Handling of any paper test materials shall be restricted to authorized personnel only. Test
 18 materials shall be stored in a centrally located locked room that is inaccessible to unauthorized
 19 personnel.
- 20
- 21 5. Check-in and checkout process shall be established and inventory control shall be ensured for
 22 each test session as well as at the school and system level during the testing window. Test
 23 materials shall be returned immediately after each test session and when the entire test session
 24 is completed.
- 25
- 26 6. Paper test materials printed for homebound or students with disabilities shall be secured after
 27 the test has been transcribed.
- 28
- 29 7. All personnel shall be prohibited from obtaining knowledge of test items or passages before,
 30 during, and after testing.
- 31
- 32 8. Discussion of the test content or specific test items with students, parents, or professional
 33 colleagues is prohibited to protect the validity of the test.
- 34
- 35 9. A secure, yet positive, environment for testing shall be created.
- 36
- 37 10. Appropriate signage shall be placed outside of test setting to limit interruptions (e.g., Do Not
 38 Disturb—Testing in Progress).

- 1 11. Electronic communication devices (cell phones, pagers, PDAs, tablets, etc.) are NOT allowed in
2 the test setting.
3
- 4 12. Proper calculator use shall be ensured as outlined in the Test Administration Manual, making
5 sure that calculators are cleared before and after administration of each test.
6
- 7 13. Testing personnel shall confirm each student has logged in using their own online testing ticket
8 for every testing session.
9
- 10 14. A photo ID may be required if administrators are not responsible for normal classroom
11 instruction.
12
- 13 15. Test Administrators and Proctors are to carefully adhere to all test administration and
14 accommodation instructions.
15
- 16 16. Appropriate schedules shall be followed as set by the state, district, and school.
17
- 18 17. Appropriate time limits shall be outlined in all test directions.
19
- 20 18. Test Administrators and Proctors are required to remain with students and be observant and non-
21 disruptive throughout the testing session.
22
- 23 19. Test Administrators and Proctors are to be trained on appropriate observation protocol:
24 a. Be aware of student activity during testing;
25 b. Do not read or do other activities that take attention away from students;
26 c. Turn off all electronics, including cell phones, iPads, etc.; and
27 d. Computers should only be used for accessing the test site.
28
- 29 20. The coaching of students in any way during State assessments is prohibited. Students are to
30 respond to test items without assistance from anyone.
31
- 32 21. The reading of test items and passages by anyone other than the students being tested is
33 prohibited, unless indicated in the test instructions or accommodations.
34
- 35 22. Secure assessment materials (including pilot or field test materials) shall not be read, reviewed, or
36 analyzed at any time before, during, or after test administration.
37
- 38 23. Test items are not to be reproduced, duplicated, or paraphrased in any way, for any reason, by
39 any person.
40
- 41 24. Standard copyright laws must be maintained at all times.
42
- 43 25. Test materials shall not be copied (including taking photos with cell phones, iPads, etc.), filed, or
44 used directly in instructional activities.
45

- 1 26. Specific excerpts or paraphrased portions of the test may not be used for classroom examples or
2 instruction.
3
- 4 27. Confidentiality of student-specific accountability demographic information and test results must
5 be maintained at all times.
6
- 7 28. Test security concerns are to be documented on a Potential Breach of Security Request form. Any
8 potential breach of security is to be reported. **Please note:** Failure to report a potential breach of
9 security compromises the integrity of the testing process and should be treated as a breach of
10 testing security.

11 State Test Administration Security Protocols

- 12 29. Do not allow students to take the same subtest of the same TNReady assessment twice.
13
- 14 30. If students are found with ANY electronic devices, including but not limited to cell phones,
15 smartphones, [smart watches](#), iPods, PDAs etc. during testing OR during breaks, their test score
16 will be nullified. The best practice would be for students to leave devices at home or in their
17 lockers on the day of testing. Alternately, test administrators should collect electronic
18 communication devices prior to testing and return them when all students have submitted their
19 tests. All personal devices must be turned off to prevent additional load on your wireless
20 infrastructure.
21
- 22 31. If test administrators or proctors are found with ANY electronic devices, including but not
23 limited to cell phones, smartphones, [and smart watches](#) during testing OR at any time when test
24 information is accessible, this violation will be treated as a breach of testing security. The only
25 exception is the desktop or laptop computer being used to administer online testing, which may
26 not be used for other purposes during test administration.
27
- 28 32. Students should not be placed in a test session with a test administrator or proctor who is a family
29 member. In addition, with the exception of Home School students in grade 5 (or in special
30 circumstances grades 3 or 4), the parent/guardian may not be present in the student's testing
31 room.
32
- 33 33. Any monitoring software that would allow test content on student workstations to be viewed or
34 recorded on another computer during testing must be turned off.

35 Any employee found to have not followed security guidelines shall be placed on immediate
36 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for
37 revocation of state license.²

38 The Director of Schools shall report a breach of security to the State Department of Education's Office
39 of Accountability and any testing irregularity to the Division of State Testing within 24 hours of such
40 events. In any class, grade, and/or school where a security breach is strongly suspected or verified,
41 central office staff shall be present during subsequent tests for a period of ~~two~~ [one](#) years. [However, if](#)
42 [the offender is no longer employed by Cumberland County Schools, monitoring is not required.](#)

Data Security

Data designated as embargoed by the Department of Education may be shared with personnel as determined by the Director of Schools as set forth in procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

Cross References

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 07/26/18
		Rescinds: 2.404	Issued: 05/23/13

1 Booster clubs and parent organizations are encouraged to promote a positive relationship between the
2 school and the community. The primary purpose of these organizations is to assist and support the
3 school in recognizing and promoting students' activities. The principal is responsible for maintaining
4 close communication with such organizations to ensure the organizations' goals; bylaws and/or
5 constitution accurately reflect the vision and beliefs of the school and are in compliance
6 with board policies. After receiving the recommendation of the principal and Director of Schools, the
7 following criteria will be used in determining if an organization will be recognized (sanctioned) by the
8 Board as a viable booster club or parent organization for the current school year.¹

- 9 1) The organization must be managed or operated by adults, rather than students, and will present its
10 by-laws and/or constitution annually to the principal. The principal, or the principal's designee, will
11 submit said bylaws and/or constitution to the Director of Schools and the Board of Education for
12 approval. These will clearly identify the organization as a parent organization or booster club
13 separate from school district student organizations and will provide details of the structure of the
14 organization including:
- 15 • Officers and their duties
 - 16 • Election of officers and term limits
 - 17 • Purpose and goals
 - 18 • Dues structure, if any
 - 19 • Intended use of funds generated by the organization
- 20
- 21 2) The organization must include one representative from the school faculty as a sponsor.
- 22
- 23 3) A school representative cannot act as a treasurer or bookkeeper for a school support organization,
24 or be a signatory on the checks for a school support organization. A majority of the voting
25 members of any school support organization board should not be composed of school
26 representatives.
- 27
- 28 4) The school support organization shall obtain the approval of the principal and the Director, or the
29 Director's designee, before undertaking any fundraising activity. The principal and the Director, or
30 the Director's designee, shall consider, at a minimum, the following when approving or denying a
31 request by a school support organization to engage in a fundraising activity:
- 32
- 33 a) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
34 school district or an individual school within that district;
- 35

- 1 b) Whether the fundraising activity is consistent with the goals and mission of the school or
2 school district; and
3
- 4 c) No fundraising activities will be conducted within the school by the organization during school
5 hours and students will not participate in fundraising during regular class periods.
6
- 7 5) The organization may not use school materials in advertising its activities. Use of school property
8 by the organization for its activities will meet all regulations established by the Board.
9
- 10 6) All funds raised by the organization will be used to achieve the stated purposes and goals of the
11 organization. No administrative fees or stipends to officers or others will be permitted.
12
- 13 7) The school support organization will be used to achieve the stated purposes and goals of the
14 organization and regulations in its activities.
15
- 16 8) The school support organization shall maintain a copy of its charter, bylaws, minutes, and
17 documentation of its recognition as a nonprofit organization.
18
- 19 9) The school support organization shall maintain financial records for a period of at least four (4)
20 years.
21
- 22 10) The organization must maintain bank, financial, and tax exempt status separate from the school.
23 The organization will provide to the Board, annually or upon request, a complete set of financial
24 records or detailed treasurer's report.
25
- 26 11) Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to
27 school-controlled and/or owned properties, or provide academic achievement awards and other
28 educational recognition to student bodies will be presented to the Board in official session for its
29 consideration, comment, evaluation, approval and sponsorship. This must be done before any
30 public announcement is made.
31
- 32 12) In no manner will board sanctioning of an organization preclude the organization from compliance
33 with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts
34 or services provided to the school should benefit both boys' and girls' activities.
35
- 36 13) No payment to any employee for services on behalf of the school system shall be made from any
37 source other than the Board. Wages may be paid from revenue derived from sources other than
38 taxes, provided the revenue is deposited and salaries are paid through the Board. This includes
39 Booster Clubs, donations or contributions from individual, civic or non-school related sources of
40 funds from individual school activities, such as gate receipts and concessions.
41
- 42 14) The Board reserves the right to revoke the sanctioning of any organization if it is found that the
43 organization's operations and purpose are not consistent with the vision and beliefs of the school
44 and the policies adopted by the Board.

Legal References

1. TCA 49-2-604

Cross References

- Gifts and Bequests 2.401
- Fundraising Activities 2.601
- Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Date last reviewed: January 2005	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 10/07/99
		Rescinds:	Issued:

1 *Central Office*

2 The Director of Schools shall maintain a system of accounting, arranged according to the regulations
3 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
4 receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
7 funds, such as athletic ticket money, school lunch funds and school class funds.²

8 The Board shall hold each principal responsible for the management of all internal accounts under his/her
9 jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.³

Legal References:

1. TCA 49-2-301(b)(1)(D);TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(c)(d)

Cross References:

Petty Cash 2.801
Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 01/23/20
		Rescinds: 4.100	Issued: 02/06/97

1 **General**

2

3 The board shall not discriminate on the basis of race, color, religion, sex, national origin, age, marital
4 status or disability in its instructional program or activities.¹

5

6 The Board approves the following broad-based instructional goals for students:

7 • To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental
8 health;

9

10 • To develop the skills necessary to function as a self-directed person;

11

12 • To develop the capacity to cope with change through an understanding of the arts, humanities and
13 scientific processes;

14

15 • To know the principles involved in making moral and ethical choices.

16

17 • To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;

18

19 • To develop a positive attitude toward learning as a lifelong endeavor;

20

21 • To learn to identify personal talents and interests, make appropriate career choices, and develop
22 career skills;

23

24 • To acquire knowledge and to develop the skills in the management of personal and public resources
25 necessary for meeting obligations to self, family and society;

26

27 • To learn to act in a responsible manner;

28

29 • To learn of the rights and responsibilities of citizens of the community, state, nation and world; and

30

31 • To learn to understand, respect and interact with people of different cultures, generations and races.

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

School District Goals 1.700

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 01/23/20
		Rescinds: 4.201	Issued: 02/24/11

1 **General¹**

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the size of the career and technical education (CTE) classes in grades nine through twelve (9-12) as
7 long as these class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
9 may grant a waiver from the maximum class sizes.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 02/26/09
		Rescinds: 4.202	Issued: 02/06/97

1 The Board shall provide access to a free appropriate public education to all disabled children ages 3-21,
2 inclusive, residing within the jurisdiction of the school system. The plan for implementation of
3 appropriate instruction and special education services shall be in accordance with the current *Rules,*
4 *Regulations, and Minimum Standards* of the State Board of Education,¹ and state² and federal³ law.

5 The Board shall develop and periodically update a local plan for providing special education services
6 for disabled students. Specifically, the Board assures that:

- 7 1. All disabled children living within the school system have available to them a free, appropriate
8 public education which emphasizes special education and related services to meet their unique
9 needs; and
- 10 2. The rights of disabled children and their parents are protected.

11 The plan shall aim toward meeting the following objectives:

- 12 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification
13 and evaluation of disabled students.
- 14 2. To use the Individual Education Program (IEP-Team) for reviewing assessment, formulating
15 programming, and determining placement for every disabled student, including review of
16 proposed suspensions when appropriate, in accordance with the State Board of Education *Rules,*
17 *Regulations, and Minimum Standards;*
- 18 3. To ensure that placements are made which educate disabled children with non-disabled to the
19 maximum extent appropriate in the schools these children would normally attend if not disabled
20 and with age-appropriate peers;
- 21 4. To provide each disabled child with an individual educational program (IEP) specifically
22 designed to meet his unique needs;
- 23 5. To provide continuing evaluation of each disabled child's progress, including at least annual
24 review of his IEP and complete re-evaluation at least every three (3) years;
- 25 6. To ensure that procedural safeguards required by state and federal laws are adhered to;
- 26 7. To involve parents of disabled children in a meaningful dialogue with school personnel which
27 will begin with initial referral and continue throughout the student's educational career; and
- 28 8. Adhere to mandated procedures for isolation or restraints of students.⁴

Legal References:

1. TRR/MS 0520-1-3-.09(3)(b)
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.
4. TCA 49-10-1301-1306

Cross Reference:

Special Education Students 6.500

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education Class Size	Descriptor Code: 4.2021	Issued Date: 10/02/03
		Rescinds:	Issued:

1 Students with disabilities who are placed in the general education classroom shall be provided a free
2 appropriate public education (FAPE). The instructional needs of **all** students shall be met. Equitable
3 and educationally sound placement of **all** students, including students with disabilities, shall be
4 established in every classroom. The state's BEP formula shall be used in determining class size for all
5 classrooms.

6 To ensure the provisions of a free appropriate public education (FAPE) according to state law and the
7 Individuals with Disabilities Education Act (IDEA) are being met, our school district proposes the
8 following:

- 9 1. Education placement decisions for all students, including students with disabilities shall be made
10 based on the instruction needs of the students;
11
- 12 2. Provide joint staff development and training for General Education and Special Education teachers
13 (models, strategies and interventions) for maintaining an inclusive classroom;
14
- 15 3. Facilitate interactive planning sessions with Special Education and General Education teachers as
16 well as paraprofessionals regarding each student's IEP;
17
- 18 4. Training for General Education teachers on modifications and accommodations to the IEP;
19
- 20 5. All students in the general education classroom should have access to the standard textbooks and
21 instructional materials used in the class; alternative or supplemental materials are provided as
22 needed;
23
- 24 6. Provide resources, supports, supplemental aid and material for students to progress in the general
25 curriculum and be successful in the general education classroom. (e.g. Assistive technology devices
26 and services, paraprofessional support, adaptations in the classroom);
27
- 28 7. Provide the technical assistance needed to General Education teachers in order to address the needs
29 of individual students; and
30
- 31 8. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills
32 necessary to assist students in the general education classroom.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date: 02/24/11
		Rescinds: 4.203	Issued: 02/06/97

1 In keeping with the State Board of Education's endorsement of the Early Admission Program,¹ an
2 academically gifted high school student may complete the twelfth grade at a participating institution of
3 higher learning. The student will earn a year's credit in college at the same time that he earns credit for
4 his/her senior year in high school.

5 To be considered for this program, the student shall:

- 6 1. Earn a cumulative grade average of at least 95.00 through three (3) years of high school;
7
- 8 2. Earn an ACT composite of at least 25;
9
- 10 3. Submit a written request to the high school principal at the end of the eleventh year of school,
11 signed by student and parents;
12
- 13 4. With parents, meet with principal and counselor for consultation;
14
- 15 5. Submit a letter stating educational and vocational goals, his/her plans for attaining them, and
16 ways in which early admission will assist in reaching these goals;
17
- 18 6. Secure the recommendation to the program by the principal, counselor and two classroom
19 teachers;
20
- 21 7. Be accepted into an early admission program by an accredited institution of higher learning; and
22
- 23 8. Not be required to participate in the graduation program.

Legal References:

1. TRR/MS 0520-1-3-.06(4)

Cross Reference:

Enrollment in College Level Courses 4.205

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 07/22/21
		Rescinds: 4.204	Issued: 02/24/11

1 **General**

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the May Board meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

- 2 Priority students, as defined by state law, shall not be required to attend summer programs.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: English Learners	Descriptor Code: 4.207	Issued Date: 02/23/17
		Rescinds: 4.207	Issued: 03/12/08

1 If the inability to speak and understand the English language excludes a student from effective
2 participation in the educational programs offered by the district, the district shall take reasonable actions
3 to provide the student equal access to its programs. Students who are English learners (“EL”) shall be
4 identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from
5 any program or extra-curricular activity based on the student’s surname or EL status.¹

6 The Director of Schools shall evaluate the effectiveness of the district’s language assistance programs
7 to ensure EL students will acquire English proficiency and the ability to participate in the standard
8 instructional program within a reasonable period of time.

9 ENGLISH LANGUAGE INSTRUCTION PROGRAM

10 The board directs the administration to develop and implement language instruction programs that:²

- 11 1. Appropriately identify EL students in a timely, valid, and reliable manner.
- 12
- 13 2. The building administrator shall ensure that all new and currently enrolled students complete
14 the Home Language Survey.
- 15 3. Determine the appropriate instructional environment for EL students.
- 16 4. Provide EL students with a language assistance program that is educationally sound and proven
17 successful.
- 18 5. Annually assess the English proficiency of EL students and monitor the progress of students in
19 order to determine their readiness for standard instructional program.
- 20 6. Monitor the progress of students that have exited the EL program.

21 PARENTAL NOTIFICATION³

22 Parents of EL students shall be given notice of, and information regarding, the instructional program
23 within the first thirty (30) days of the school year, or within the first two weeks of a student being placed
24 in a language instruction educational program (LIEP). At a minimum, the notice will include the
25 following:³

- 26 1. The reason for identifying the child as an EL student;

- 1 2. The child’s level of English language proficiency, including how the level was assessed, and the
2 status of the child’s academic achievement;
- 3 3. Methods of instruction used in the program, methods of instruction in other available programs,
4 and how they differ;
- 5 4. How the program meets the educational strengths and needs of the student, and how the program
6 will help the student reach English language proficiency and meet academic standards;
- 7 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
8 expected rate of high school graduation;
- 9 6. How the program meets the goals of an EL student with an IEP; and
- 10 7. Information on the parents’ right to withdraw the student from the program or choose another
11 program or method of instruction if available.
- 12 Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work Based Learning Program	Descriptor Code: 4.211	Issued Date: 01/25/18
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.

- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.¹

Legal References

1. State Board of Education Policy 2.103

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/26/21
		Rescinds: 4.213	Issued: 10/22/20

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, in a manner that is age-appropriate and
8 factually and medically accurate, including the following: ²

- 9 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 10 11 2. Encourage sexual health by helping students understand how the whole person is affected by
12 sexual activity as well as other risk behaviors;
- 13 14 3. Provide information about human reproduction, including conception, birth, and prenatal care,
15 as well as the process of adoption and its benefits;
- 16 17 4. Provide information on the family unit and the responsibilities and consequences related to sexual
18 activity, including the challenges of single teen parenting;
- 19 20 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
21 activity;
- 22 23 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
24 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
25 is the child;
- 26 27 7. Provide instruction on the prevention of dating violence;
- 28 29 8. Encourage communication between parent(s)/guardian(s) and students; and
- 30 31 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.

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

Legal References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/22/21
		Rescinds: 4.301	Issued: 06/27/19

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person or otherwise be discriminated against in any athletic program
3 of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student
4 athletes shall only be allowed to participate in athletic activities or events that align with the student's sex
5 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
6 parent/guardian to provide the student's original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the
9 student's sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be
11 the principal's responsibility. Principals shall ensure that school regulations regarding participation in a
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal
13 or his/ her designee must accompany an athletic team on trips. Transportation of teams to athletic
14 games is approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of High School athletics.³ The Director of Schools shall develop a code of conduct for all coaches to
17 follow in order to ensure the health and safety of athletes.⁴

18 The Cumberland County Schools Athletic manual shall regulate the operation and control of Middle
19 School and Elementary Athletics.

20 **INSURANCE & PHYSICAL EXAMINATIONS**

21 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
22 provide proof of independently secured catastrophic coverage and liability coverage, with the school
23 system as a named insured, of not less than the limits set forth in State law.⁵ It shall be the
24 responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all
25 students participating in interscholastic athletics.

26 Prior to participation in interscholastic athletics, every student must complete an annual physical
27 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of
28 the examination, and these records shall be on file in the principal's office.

29 In order to create a drug-free educational and athletic environment and to limit the potential liability
30 for the schools as a result of injury or health problems arising from substance abuse, the Board
31 authorized drug testing for students who participate in extracurricular activities.

1 Students in grades 7 through 12 who desire to participate in extracurricular activities are subject to
2 random selection for mandatory substance screening. The drug testing program is not punitive, but is
3 designed to create a safe, drug-free environment for students involved in extracurricular activities and
4 assist them in getting help when needed.

5 **SCHEDULING CONFLICTS**

6 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
7 group of students for the purpose of attending the practice of any interscholastic sport during the school
8 day without written permission from the Board.⁷ This does not prevent regular physical training lessons
9 in the daily school program.

10 Students shall not be required to attend a school athletic event or event related to participation on a school
11 athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday.
12 The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the
13 event.⁸

14 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
15 playing conditions of the interscholastic sport.⁴ Severe weather includes, but is not limited to, thunder,
16 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
17 discussed with all players, coaches, and officials, if applicable.

18 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
19 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
20 receive training on activity modifications based on environmental conditions.

21 **PROHIBITION AGAINST HAZING**

22 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
23 tolerate hazing activities.⁹

Legal References

1. 34 CFR § 106.41 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-03-.08(2)(b)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232H © TRRMS 0520-01-13.01 (1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 05/28/20
		Rescinds: 4.302	Issued: 10/08/02

1 The Board encourages field trips, excursions and competitions when the experiences are an integral part
2 of the school curriculum and contribute to the Board's desired educational goals.

3 The Director of Schools shall develop procedures for submitting, reviewing and approving requests for
4 field trips, excursions, and competitions. Any request that requires students to travel out of state or stay
5 overnight requires prior Board approval.

6 **INDEPENDENTLY PLANNED TRIPS**

7 Trips privately planned by school district employees, acting outside the scope of their employment, are
8 not authorized by the school district.

9 These trips are not approved by the Board and are not considered a part of the curriculum. Total
10 responsibility for privately planned trips rests with the chaperone(s) as well as with the
11 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:
12

- 13 1. Board funds or resources shall not be used;
- 14
- 15 2. School district materials shall not be used;
- 16
- 17 3. The Board shall not assume any liability;
- 18
- 19 4. Employees are not authorized to act on behalf of the school district;
- 20
- 21 5. Recruitment efforts made by an employee shall not occur during the instructional school day;
22 and
- 23
- 24 6. Absences caused by participating in privately planned trips shall be considered unexcused.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 07/24/14
		Rescinds:	Issued:

1 All classrooms and learning centers shall be equipped with the instructional materials needed to
2 provide quality learning experiences for students.

3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.

6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the director of schools.

8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The Director of Schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 02/25/21
		Rescinds: 4.401	Issued: 06/25/12

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 from the textbooks and instructional materials, as recommended by the State
8 Textbook Commission, rests with the local textbook selection committees, and then subject to approval
9 by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook
10 Commission is permissible if the Board submits a waiver to the State Board of Education and such
11 waiver is approved.

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

18 **DISTRIBUTION**

19 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
20 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

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

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

28 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**⁴

29 A list of textbooks and instructional materials shall be revised annually by principals under the
30 direction of the Director of Schools.

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

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

Legal References

1. TCA 49-6-2207; TCA 49-2-203(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)(B) TRR/MS 0520-01-02-.16(2)

Cross References

- 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 November	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date: 02/06/97
		Rescinds:	Issued:

1 In order to define the fair and reasonable use that employees may make of copyrighted work for
2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright
3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
5 and/or the use of all copyrighted materials;¹
6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer software
8 piracy shall be taught in all computer courses;
9
- 10 3. The Director of Schools shall establish specific regulations regarding the copying, distribution
11 and use of copyrighted materials for instructional purposes; and
12
- 13 4. The principal of each school shall establish practices which will enforce this policy at the school
14 level.

Legal Reference:

1. Title 17 of the U.S.C.A.

Cross References:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Employee-Developed Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.405</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 Materials developed as part of regular employment are equally the properties of the school system and
- 2 the employee.

- 3 School-owned equipment, including computers, may be used for developing and writing programs that
- 4 will be used as part of the instructional program or for administrative purposes. The school system shall
- 5 maintain full use of all educational or administrative materials, software, manuals and related materials
- 6 developed by school system employees during which time they are being compensated. No other
- 7 compensation to the school system shall be required.

- 8 The Director of Schools shall ensure that a contractual agreement shall be executed between the
- 9 employee and the Board when requested by the Board and/or the employee.

- 10 Educational materials created by the employee during the employee's leisure hours when the employee
- 11 is not fulfilling contractual duties to the school system are the property of the employee.

Cross Reference:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 06/01/00
		Rescinds: 4.5061	Issued: 10/28/98

1 CONTENT STANDARDS

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation
3 of school and/or district web pages on the Internet. Only those web pages maintained in accordance with
4 Board policy and established procedures shall be recognized as official representations of the district or
5 individual schools. All information on a school or District web page must accurately reflect the mission,
6 goals, policies, program and activities of the school and District. The web page must have a purpose
7 which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for
9 students, parents, and staff in the District;
- 10
11 2. Public information —intended to communicate information about the schools and District to
12 students, staff, parents, community and the world at large; and
- 13
14 3. District technology support —intended to provide and respond to instructional and
15 administrative technology needs of students and staff.

16 All material on a school web site shall be either original to the school, in the public domain or posted
17 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
18 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all
19 applicable copyright laws and guidelines.

20 Web sites developed under contract for the school District or within the scope of employment by District
21 employees are the property of the school District.

22 PRIVACY STANDARDS

- 23 1. Because Internet publications are available to the entire world, special care shall be taken to
24 protect the privacy of students and staff. Web pages may not include personally identifying
25 information regarding a student¹ such as: telephone numbers, addresses, names of other family
26 members, names of friends, e-mail addresses, specific location of a student at any given time,
27 grades or any other academic information. No confidential information shall be published on or
28 linked to the web site.
- 29
30 2. Student work may be published on web pages only with written consent of the student's
31 parent/guardian or the eligible student before each incident of publication. The authoring
32 student shall also sign a copyright consent form.

1 3. Links to student e-mail accounts are prohibited.

2
3 4. Pictures of students may be included only under the following conditions:

- 4
5 ● Individual student pictures may be published on the web site only with written consent of the
6 student's parent/guardian or eligible student.
7 ● Pictures of groups of students involved in a school-related activity may be published without
8 consent; however, the students shall only be identified by the group name.
9 ● Students shall not be individually identified in pictures unless there is a special reason for
10 doing so, such as recognition for receiving an award. In such cases, the student's
11 parent/guardian or eligible student must give written consent.

12 **ADVERTISING/SPONSORSHIPS**

13 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
14 web administrator, the principal, or the Director of Schools/designee. Guidelines for approval shall be
15 established by the Director of Schools/designee and must be consistent with the board's policies and
16 guidelines used in other school and district publications.

17 **ADMINISTRATIVE PROCEDURES**

18 The Director of Schools shall develop administrative procedures for development of web pages including
19 content, quality and consistency standards and shall designate an individual(s) to be responsible for
20 maintaining the official district web page and monitoring all district web page activity. A building
21 principal shall make such designation for an individual school. Schools or departments who wish to
22 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
23 page.

24 **CONCERNS/COMPLAINTS**

25 As with any instructional materials or publication used by or representing the school or district, the
26 building principal or Director of Schools, respectively, is ultimately responsible for accuracy and
27 appropriateness of the information made available on the web site. Concern about the content of any
28 page(s) created by students or staff should be directed to the building principal or the Director of Schools'
29 office when related to the District web site. If the concern is not resolved, persons who wish to file a
30 formal complaint shall submit a written request for reconsideration of instructional material.

Legal Reference:

1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)

Cross References:

- Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">School Volunteers</h2>	Descriptor Code: <h3 style="text-align: center;">4.501</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop a volunteer
- 2 program for each school.

- 3 All volunteers must be selected by the principal and approved by the Board and shall serve under the
- 4 supervision and direction of the professional personnel of the school to which they are assigned.
- 5 Volunteers may assist professional personnel in the performance of their teaching and administrative
- 6 responsibilities. They may not teach but may reinforce skills taught by the professional staff. Volunteers
- 7 shall be required to wear appropriate identification badges.

- 8 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
- 9 conducting orientation programs and regular in-service training sessions.

- 10 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
- 11 in the performance of their duties.²

- 12 The Board reserves the right to conduct such background investigations as may be needed.

- 13 The principal shall ensure that appropriate recognition of volunteer services is made annually.

Legal References:

1. TCA 49-6-7001

Cross Reference:

Visitors to the School 1.501

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Homework	Descriptor Code: 4.6011	Issued Date: 02/06/97
		Rescinds:	Issued:

- 1 Homework may be assigned to reinforce and strengthen specific areas of interest and opportunities. All
- 2 homework shall be received by the teacher making the assignment and the appropriate credit given for
- 3 the student's accomplishments.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 05/28/20
		Rescinds: 4.606	Issued: 08/23/18

- 1 Students who have met all graduation requirements may participate in graduation activities.¹
- 2 Students are expected to participate in all graduation activities, and graduation apparel shall be
3 determined by the administration of each school and shall be the personal expense of each student. Any
4 fees required for graduation ceremonies shall be waived for students who are eligible to receive free or
5 reduced-price lunches, and in such cases, the school shall assume responsibility for payment of fees.²
- 6 Graduation ceremonies shall be physically accessible to all students, their parent(s)/guardian(s), and
7 other interested citizens.³
- 8 Students who do not wish to participate in graduation activities shall notify the school principal in writing
9 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
10 diplomas or certificates from the principal's office within one (1) week of the day of graduation.
- 11 Graduation activities organized by district employees shall not be religious in nature.⁴ The content of
12 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the
13 school, employees, or board.
- 14 The Director of Schools shall develop procedures to ensure that students are recognized at graduation
15 ceremonies for the following achievements.⁵
- 16 ● Honors;
 - 17 ● State Honors;
 - 18 ● State Distinction;
 - 19 ● District Distinction;
 - 20 ● Tri-Star Scholar;
 - 21 ● Student receiving a TN Seal of Bi-literacy;
 - 22 ● Students voluntarily completing at least ten (10) hours of community service each semester the
23 student is in attendance at a public high school;
 - 24 ● Students receiving a gold or platinum medal on National Career Readiness Certificate;
 - 25 ● Students graduating with a district-developed work ethic distinction; and
 - 26 ● Middle College

Legal References

1. TCA 49-6-405(b)(2)
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. State Board of Education Policy 2.103; TCA 49-6-6010

Cross References

Section 504 & ADA Grievance Procedures 1.802
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluations of Instructional Programs	Descriptor Code: 4.702	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The purposes of evaluation of instruction will be:

2 1. To indicate instructional strengths and weaknesses;

3

4 2. To provide information needed for future planning;

5

6 3. To provide data for public information;

7

8 4. To show the relationship between achievement and the school system's stated goals; and

9

10 5. To assess the suitability of the instructional program in terms of community requirements.

11 A continuing evaluation will be conducted at the school and system-wide level. The needs indicated by
12 this evaluation will be listed on a priority basis and school improvement programs will be aimed at
13 meeting these needs. Supervisors of the various instructional programs will report to the Board annually.

Cross References:

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Controversial Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.801</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
- 2 in an activity. A written request detailing the parents objections must be submitted to the principal. If
- 3 the principal determines the objection to have merit, a suitable alternative will be provided.

- 4 No student who is granted such a request shall be penalized academically for his/her failure to participate
- 5 in an activity, read a book or use certain materials.

- 6 The final decision concerning the use of controversial materials shall rest with the Board.

Legal Reference:

1. TCA 49-6-1001

Cross References:

- Textbook Selection, Distribution and Care 4.401
- Selection of Instructional Materials 4.402
- Reconsideration of Instructional Materials 4.403
- Use of the Internet 4.406
- Web Pages 4.407

Cumberland County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 07/24/14
		Rescinds:	Issued:

1 **STUDENT MEETINGS**

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school’s educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 **SCHOOL SPONSORED EVENTS** ⁴

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student’s voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26 2. There is an appropriate method of selecting student speakers, which is based on neutral criteria.

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3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date: 07/24/14
		Rescinds:	Issued:

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All
2 students and staff members shall be tolerant of the views of others and not discriminate against anyone for a
3 religious viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from
4 participating in practices which are contrary to their religious beliefs.²

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in
7 the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from
9 discrimination based on the religious content of their submissions. These assignments shall be judged by
10 ordinary academic standards of substance and relevance and against other legitimate academic concerns. A
11 student shall not be penalized or rewarded on account of the religious content of the student's work.¹

12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows:³

14 1. The several holidays throughout the year which have both a religious and a secular basis may be
15 observed in the public schools;⁴

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner
20 and as a traditional part of the cultural and religious heritage of the particular holiday;

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
23 the holiday and are temporary in nature; and

24 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious
25 holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students
26 and staff members shall be excused from participating in practices which are contrary to their religious
27 beliefs.²

Legal References

1. TCA 49-6-1804
2. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
3. Florey v. Sioux Falls, 619 F. 2d 1311 (1980); Washegesic v. Bloomindale Public Schools 813 F. Supp. 559 (1993)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Prayer and Period of Silence	Descriptor Code: 4.805	Issued Date: 02/06/97
		Rescinds:	Issued:

1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school-
2 directed activity¹, but a period of silence ² may be observed.

3 The principal will develop a procedure that at the beginning of each school day students are called to
4 order and announce a moment of silence is to be observed. No other action shall be taken by a teacher
5 other than to maintain silence for the full time.

Legal References:

1. *Lee v. Weisman*, 505 U.S. 112 S. Ct.2649, 120 L. Ed.2d 467 (1992)
2. TCA 49-6-1004

Cross Reference:

Student Equal Access 4.802

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 04/23/15
		Rescinds: 5.310	Issued: 12/18/14

1 VACATIONS

2 All non-certified personnel employed on a 260-day basis shall earn 7 vacation days per year. Vacation
3 days will be increased by 5 days per year on the 2nd, 4th, and 7th year of employment, to a maximum of
4 20 days. A total of 5 vacation days may be carried over into the next fiscal year. The time of vacation
5 must be approved by the Director of Schools and immediate supervisor.

6 HOLIDAYS

7 Non-certified personnel employed for 260 day basis, if on active payroll at the time, shall be entitled to
8 the following paid holidays:

- 9
10 New Year's Eve
11 New Year's Day
12 Good Friday
13 Memorial Day
14 4th of July
15 Labor Day
16 Thanksgiving (2)
17 Christmas Eve
18 Christmas Day

19 Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends
20 or school is in session.

Legal References

1. TCA 5-23-101; 104

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Corporal Punishment</h2>	Descriptor Code: 6.314	Issued Date: 08/23/18
		Rescinds: 6.314	Issued: 08/27/15

1 Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner
 2 against any student for good cause in order to maintain discipline and order within the public schools
 3 in accordance with the following guidelines.¹

- 4 1. Corporal punishment may be administered only after other less stringent measures have failed,
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
- 7 2. The instrument to be used in administering corporal punishment shall be approved by the
 8 principal;
- 9 3. Corporal punishment shall be reasonable;
- 10 4. Corporal punishment shall be administered in the presence of another professional employee;
- 11 5. The nature of the punishment will be such that it is in proportion to the gravity of the offense,
 12 the apparent motive and disposition of the offender, and the influence of the offender's
 13 example and conduct on others;
- 14 6. If a student has a disability, corporal punishment shall be administered only when the school
 15 has received written parental permission. The parental permission must include the type of
 16 corporal punishment that is allowed and the circumstances under which it is permitted. This
 17 information will be kept on file at the school. It may be revoked at any time; and
- 18 7. The principal shall notify the parent/guardian any time corporal punishment is used.

19 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 20 misconduct, the type of corporal punishment administered, the name of the person administering the
 21 punishment, the name of the witness present and the date and time of punishment.

22 Disciplinary records shall be filed in the school office and made available to parents/guardians or
 23 students, whichever is appropriate. A copy of the report shall be sent home to parents/guardians.

24 In order to be excluded from corporal punishment, it is the responsibility of the parent/guardian to
 25 obtain an exclusion form and submit it to the principal of the school within two weeks of enrollment.

26 If corporal punishment is refused, an appropriate alternate discipline will be assigned as deemed
 27 appropriate by the administration.

28 The Director of Schools shall develop administrative procedures to implement this policy, including
 29 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 09/26/19
		Rescinds:	Issued:

1 **General**

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency
11 within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absence.

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203