

Policy Committee Meeting
April 5, 2023 4:00 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 Committee Minutes
4. New Policy for Adoption
5. District Recommendation Policies
6. Review Only Policies
7. Other Discussion
8. Adjournment

(* Indicates Board Approval Required)

Board of Education
March 15, 2023 5:15 PM
Central Services Board Room

The Policy Committee met on Wednesday, March 15, 2023, in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 5:15 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Absent
Ms. Sheri Nichols:	Present
Robert Safdie:	Absent
Billy Stepp:	Absent
Ms. Shannon Stout:	Absent
Ms. Elizabeth Stull:	Present

OTHERS PRESENT:

Heather Mullinax, Media
Marsha Polson, Coordinated School Health Supervisor.

1. **Call to Order** - Ms. Rebecca Hamby. Hamby called the meeting to order at the approximate hour of 5:15 p.m.
2. **Moment of Silence / Pledge of Allegiance** - Ms. Rebecca Hamby
3. **Approval of Committee Minutes**-Rebecca Hamby. Hamby decided to do a roll call attendance. She mentioned that there were some grammatical errors to correct in the last minutes but accepted a motion to approve minutes. Nichols made the motion with Stull making the second.

Motion to approve February 8, 2023 Committee Minutes.

VOICE VOTE: (mover-yes) Nichols
(second-yes) Stull

6. **Policies For Review Only**-Hamby introduced all the review only policies and made a motion to the committee to send all the review only polices on to the full board under the consent agenda. Nichols with the second.

Motion to send all review only policies to the full board under consent agenda.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Nichols

Yes: 5, No: 0 Boston: Yes, Hale: Yes,
Hamby: Yes, Nichols: Yes, Stull: Yes

MOTION: Motion Passed

7. **Adjournment**-Nichols made the motion to adjourn and Stull with the second. The meeting was adjourned at approximately 5:39.

Motion to adjourn.

VOICE VOTE: (mover-yes) Nichols

(seconder-yes) Stull

Yes: 5, No: 0 Boston: Yes, Hale:
Yes, Hamby: Yes, Nichols: Yes,
Stull: Yes

MOTION: Motion Carried

William Stepp
Director of Schools

Ms. Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and BOE

(* Indicates Board Approval Required

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Employee Social Media Policy	Descriptor Code: 5.613	Issued Date: 04/05/23
		Rescinds:	Issued:

1 Cumberland County School System (CCSS) respects the right of employees to use social media and networking
2 sites, message boards, and forums, as well as personal websites and blogs, but it is important that employees'
3 personal use of these sites does not damage the reputation of CCSS, its employees, its students, or their families.
4 Social media and networking sites must not be accessed through the CCSS network, with exceptions made for
5 maintaining CCSS-sponsored online communities. Personal usage of social media sites via CCSS devices or
6 personal devices is limited to duty-free breaks and lunch hours.

7 Employees should exercise care in setting appropriate boundaries between their personal and public online
8 behavior, understanding that what is private in the digital world often has the possibility of becoming public,
9 even without their knowledge or consent. CCSS strongly encourages all employees to carefully review the
10 privacy settings on any social media and networking sites they use and exercise care and good judgment when
11 posting content and information on such sites.

12 When posting on message boards or forums, including social media and networking sites, be honest about your
13 identity. If you are authorized to represent CCSS or your school in social media, say so. If you choose to post
14 about CCSS on your personal time, identify yourself as a CCSS employee. In personal posts, be clear that your
15 views are your own, not a representation of CCSS. A common practice among individuals who write about the
16 industry in which they work is to include a disclaimer on their site, usually on their "About Me" page. If you
17 discuss education or other matters relating to CCSS, you may include a sentence similar to this: "The views
18 expressed on this [blog, forum, website] are mine alone and do not necessarily reflect the views of CCSS."
19 Never pretend to be someone else and post about CCSS or a school. Tracking tools enable anonymous posts to
20 be traced back to their authors. There's no such thing as a "private" social media site. Search engines can turn
21 up posts years after the publication date. Comments can be forwarded or copied. Archival systems save
22 information even after posts have been deleted. If you make an error, correct it quickly and visibly. If you feel
23 angry or passionate about a subject, it's wise to delay posting until you are calm and clearheaded.

24 When using a social media site, an employee is strongly discouraged from including current, minor students as
25 "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or
26 participates in a CCSS-sponsored online community that extends to persons who are parents, alumni, or other
27 constituents, s/he must exercise good judgment about any content that is shared on the site.

28 Additionally, employees should adhere to the following guidelines, which are consistent with CCSS' workplace
29 standards on harassment, student relationships, conduct, professional communication, and confidentiality: An
30 employee shall not make statements that would violate any of CCSS' policies, including its policies concerning
31 discrimination, harassment, or obscene material; The employee shall uphold CCSS' value of respect for the

1 individual and avoid making defamatory statements about CCSS, schools, employees, students, or a student's
2 family; An employee will not disclose any confidential information of the District or school or confidential
3 information obtained during the course of his/her employment, about any individuals or organizations,
4 including students and/or their families. If CCSS believes that an employee's activity on a social networking
5 site, blog, or personal website may violate CCSS' policies, CCSS may request that the employee cease such
6 activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: NON-RETALIATION	Descriptor Code: 1.1062	Issued Date: 04/24/14
		Rescinds:	Issued:

1 Definitions

2 **Good faith report:** A report made with the honest and reasonable belief that a violation of a law or policy or
3 other instance of non-compliance or related misconduct may have occurred.

4 **Retaliation:** Adverse action taken against an individual because of the individual's good faith report.

5 General

6 It is the policy of the Cumberland County Schools and the Board of Education to conduct its business honestly,
7 ethically, and in compliance with applicable laws and regulations. Members of the Cumberland County School
8 community are encouraged to report good faith concerns about school system related violations of laws,
9 regulations, or school district policies. Attempts to resolve any such concerns should be made by contacting the
10 appropriate supervisor or other appropriate person within the school district.

11 Retaliation against a member of the Cumberland County School community for making a good faith report of
12 potential legal or policy violations is prohibited and will not be tolerated. Appropriate district
13 leaders/supervisors will review complaints of retaliation. Any attempted or actual retaliatory action covered
14 under this policy may subject the violator to disciplinary action.

15 Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance
16 of facts that would disprove the allegation made are not good faith reports. This policy prohibits such reports
17 and may subject the violator to disciplinary action.

18 Members of the Cumberland County School community who believe that they have been retaliated against in
19 violation of this policy may submit a written complaint to the individual's direct supervisor. Interim actions may
20 be taken by the district prior to a final decision.

21 Procedural Requirements

22 Any complaints of retaliation by a Cumberland County School employee shall be made in writing within fifteen
23 school days after knowledge of the retaliatory action.

24 Step 1: The complainant shall submit a complaint of retaliation to the employee's direct supervisor within
25 fifteen school days.

26 Step 2: The supervisor will meet with the employee **within ten (10) school days** to apprise them of the alleged
27 retaliation and provide the employee with a copy of the retaliation policy.

28 Step 3: Investigation of the action and possible disciplinary action shall occur immediately in an attempt to
29 resolve the matter.

- 1 Step 4: If the complainant or the employee is not satisfied with the findings of the supervisor, either party may
- 2 request that the case be reviewed by the Director of Schools.

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Issued Date: 03/30/17
		Rescinds: 2.100	Issued: 03/24/11

1 The Board shall practice sound fiscal management procedures which guarantee maximum use of all
2 resources provided. The Board assumes responsibility, within its financial capabilities, for providing at
3 public expense all items of equipment, supplies and services that may be required in the interest of
4 education in the schools under its jurisdiction.¹

5 In fiscal management, the Board seeks to achieve the following goals:

- 6 1. To engage in advance planning, with broad-based staff and community involvement;
7
- 8 2. To establish levels of funding which will provide quality education for the system's students;
9
- 10 3. To use the available techniques for budget development and management;
11
- 12 4. To provide timely and useful information to all staff with fiscal management responsibilities; and
13
- 14 5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll,
15 payment of vendors and contractors, and all other areas of fiscal management.

Legal References

1. TCA 49-3-314 (c); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 03/30/17
		Rescinds: 2.400	Issued: 11/14/13

1 **General**

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunchrooms, athletics, entertainments, school clubs, fees, concessions and
6 all fund-raising activities. Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
9 on the purchase price to the vendor providing the service or item. Resale items not intended to generate
10 a profit shall be determined by the principal.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
13 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
14 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
15 use its equipment.³ School fees shall be waived for students who receive free or reduced-price lunches.⁴
16 No student will be penalized for nonpayment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁵

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁶ including textbooks, library books, equipment and buildings. All money collected as
23 fines shall be placed in the system-wide school fund.

24 **TUITION INCOME**

25 Tuition collected from nonresident students shall be placed in the system-wide school fund.

1 RENTAL INCOME

2 The principal will collect and remit to the central office all money received for use of a particular school
3 facility or other school property.

4 GRANTS

5 Grants for educational purposes made available by the state and/or federal government may be sought
6 by the school with the Director's or designee's consent if conditions of their availability are in
7 harmony with the purposes and policies of the Board and the laws of the state and county. Grant
8 applications and budgets require Board approval prior to submission, if in-kind funds or matching
9 funds are required. Awarded grants and their proposed budgets require Board approval prior to grant
10 acceptance. Funds must be recorded in a separate restricted fund account.⁷

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79).
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-40
6. TCA 37-10-101, 102
7. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-39

Cross References

Fundraising Activities 2.601
Student Activity Fund Management 2.900
Nonresident Students 6.204
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 09/26/19
		Rescinds: 2.403	Issued: 03/21/19

1 **General**

2 When equipment, books, materials, and other surplus property no longer have an intended use by the
3 system or are no longer capable of being used because of condition, the Board shall declare them
4 surplus property and authorize their disposal.¹

5 Surplus Property, which has no value or has a value of less than five hundred dollars (\$500) may be
6 disposed of without the necessity of bids. In order for such disposal without bids, the principal of the
7 school with the surplus property, the Director of Schools and the Chair of the Board must all agree in
8 written form that the property is of less value than five hundred dollars (\$500).²

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system,
10 the Board shall approve other methods of disposal.³

11 **DISPOSAL OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

12 When equipment that was purchased with federal dollars is no longer needed for the original project or
13 program or for other activities currently or previously supported by a federal agency, disposition of the
14 equipment shall be made as follows:

- 15 1. Items of equipment with a current per-unit fair market value of less than \$5,000.00 may be
16 retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
17
- 18 2. Items of equipment with a current per-unit fair market value in excess of \$5,000.00 may be
19 retained or sold, and the awarding agency shall have a right to an amount calculated by
20 multiplying the current market value or proceeds from sale by the awarding agency's share of
21 the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Inventories 2.702
- Duties of Officers 1.201
- Textbooks 4.401

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Deposit of Funds	Descriptor Code: 2.500	Issued Date: 03/30/17
		Rescinds: 2.500	Issued: 10/07/99

1 ***Central Office***

2 All income payable to the Board will be deposited with the county trustee, who will credit it to the
3 appropriate account.

4 ***Individual Schools***

5 All money collected at the building level must be cleared through the principal's office.

6 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.¹
7 Deposit slips must be completed in duplicate. All checks should be listed individually on the deposit slip
8 or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the
9 deposit should be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit
10 slip with deposit receipt attached should be given to the bookkeeper.

11 Monies collected at the building level must be deposited to one of three bank accounts:²

- 12 1. General School Fund/Restricted Accounts;
- 13 2. School Food Service; and
- 14 3. Savings.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-22, 6-2
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-2, 6-1

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 03/30/17
		Rescinds: 2.701	Issued: 03/12/08

1 FINANCIAL REPORTS

2 *Central Office*

3 The executive committee shall submit to the Board at each regular board meeting a report of all
4 business transacted since the last regular meeting.¹

5 The Director of Schools shall deliver a quarterly report indicating all receipts and expenditures to the
6 local legislative body.² Each report shall show the amount of the annual appropriation, the amount
7 expended by account to date, the amount encumbered, and the free balance in each account.

8 The Director of Schools shall submit financial reports to state and federal agencies as required.³

9 *Individual Schools*

10 Each principal shall submit to the Director of Schools at the end of each calendar month on a
11 prescribed form the receipts, expenditures, and cash balance of all accounts under his jurisdiction.
12 These reports shall be made available to the Board at its request.³

13 FINANCIAL RECORDS

14 *General*

15 The Director of Schools shall maintain all financial records as required by regulation and applicable
16 state and federal law. The Board, from time to time, may determine to extend the retention time for
17 certain records.⁴

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-2; Section 4-26
4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-4

Cross References

School Board Records 1.407

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 03/30/17
		Rescinds: 2.804	Issued: 03/24/11

1 **Central Office**

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts. Requests for reimbursement must be sub-
6 mitted to the Director of Schools' office within thirty (30) days of accrual of such expenses.

7 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director
8 of Schools. The Director of Schools may grant this authorization without prior Board action when the
9 travel expense has been anticipated and incorporated into the operational budget of the particular
10 program involved. Expenses must be submitted to the Director of Schools' office within thirty (30)
11 days of the date of completion of such travel for reimbursement.

12 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
13 shall not be used for this purpose.¹

14 **DIRECTOR OF SCHOOLS**

15 The Director of Schools shall be paid for transportation, lodging, meals and other pertinent expenses
16 when traveling on official school business upon submission of an approved voucher and supporting
17 receipts. Attendance at conventions, educational meetings and/or travel for out of county school
18 purposes shall be authorized in advance in writing by the Chairman of the Board. Expenses must be
19 submitted within thirty (30) days in writing to the Cumberland County School Chief Financial Officer.

20 **BOARD MEMBERS**

21 The members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses
22 when traveling on business for the Board. Salary and other benefits shall be determined by the local
23 funding body.² Attendance at conventions, educational meetings and/or travel for other school purposes
24 shall be authorized in advance by the Board.³ Expenses shall be submitted to the Director of Schools'
25 office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the
26 same as the rate for members of the professional staff.

27 The rate of reimbursement for these expenses will be established by the Cumberland County Board
28 of Education. These rates will be reviewed as needed.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-202 (d)
3. TCA 49-2-2001(c)

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vendor Relations	Descriptor Code: 2.809	Issued Date: 03/30/17
		Rescinds: 2.809	Issued: 10/07/99

1 **General**

2 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all
3 other considerations are equal.

4 No person officially connected with or employed by the school system will be an agent for, or have any
5 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
6 equipment or service.¹

7 **Individual Schools**²

8 Schools shall execute a written agreement with vendors for all fundraisers. The agreement shall include,
9 but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;
- 11 2. Payment of sales tax;
- 12 3. Delivery date(s);
- 13 4. Package prices or other charges; and
- 14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of the Director of Schools and
16 principal's office prior to visiting the school. Vendors' visitations to schools shall not be permitted to
17 interfere with the normal instructional and learning process.

Legal References

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

- Visitors to the Schools 1.501
Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Professional Development Opportunities	Descriptor Code: 5.113	Issued Date: 04/27/17
		Rescinds: 5.113	Issued: 05/26/11

1 **IN-SERVICE EDUCATION**

2 Professional development activities designed to increase the competencies needed by all personnel in
3 the performance of their responsibilities. Competencies are defined as the knowledge, skills, and
4 attitudes, which enable personnel to perform their tasks with maximum effectiveness.¹

5 *Professional Employees*

6 Credit for professional development shall not be given while performing duties which are required as
7 part of regular teaching assignments. Individuals who miss professional development activities without
8 prior approval of the Director of Schools shall have their last salary payment adjusted to compensate for
9 the day(s) missed.

10 *Support Personnel*

11 The immediate supervisors shall be responsible for providing professional development for classified
12 personnel. Absences to attend meetings relating to the employee's job description may be granted by the
13 Director of Schools without loss of pay to the employee.

14 **PROFESSIONAL LEARNING PROGRAM²**

15 The Board may pay expenses of selected personnel who participate in professional development
16 activities conducted by the State Department of Education.

17 The Director of Schools may involve supervisory personnel in professional development programs.

18 **Standards for Professional Learning**

19 **LEARNING COMMUNITIES:** Professional learning that increases educator effectiveness and results
20 for all students occurs within learning communities committed to continuous improvement, collective
21 responsibility, and goal alignment.

22 **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students
23 requires skillful leaders who develop capacity, advocate, and create support systems for professional
24 learning.

25 **RESOURCES:** Professional learning that increases educator effectiveness and results for all students
26 requires prioritizing, monitoring, and coordinating resources for educator learning.

- 1 DATA: Professional learning that increases educator effectiveness and results for all students uses a
2 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
3 professional learning.
- 4 LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all
5 students integrates theories, research, and models of human learning to achieve its intended outcomes.
- 6 IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all
7 students applies research on change and sustains support for implementation of professional learning for
8 long term change.
- 9 OUTCOMES: Professional learning that increases educator effectiveness and results for all students
10 aligns its outcomes with educator performance and student curriculum standards.

Legal References

1. Tennessee State Board of Education Policy 5.200,
Professional Development; TCA 49-1-214(b); TCA
49-6-3004(c)(1)
2. Tennessee State Board of Education Policy 5.200,
Professional Development

Cross References

- School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 03/17/22
		Rescinds: 5.303	Issued: 12/02/21

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee, the
2 rules and regulations of the State Board of Education and the policy and benefit schedules of the
3 Cumberland County Board of Education.

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

7 Certified employees may convert existing accumulated sick days into additional personal days based on
8 the following years of service to Cumberland County Schools:

- 9 10-15 years = 1 additional day
- 10 16-24 years = 2 additional days
- 11 25 + years = 3 additional days

12 In addition, certified employees who have utilized five (5) or fewer sick days in the previous calendar
13 school year and have exhausted personal leave for the current calendar school year (July 1st through June
14 30th) may petition their principal or supervisor to convert sick days from the current calendar year (July
15 1st through June 30th) into additional personal days not to exceed a total of three (3) converted days for
16 a total of five (5) personal days annually

17 Certified supervisors who accrue more than two (2) annual personal days (per a Board approved benefit
18 schedule) may carry over five (5) days per year. As of July 1, all accrued personal days in excess of five
19 (5) will be lost without compensation. A maximum of ten (10) days of personal leave may be
20 compensated upon termination of employment of these supervisors.

21 Non-certified employees shall earn personal leave based on their job assignment, longevity, and number
22 of annual workdays. A carryover of five (5) days per year is authorized. As of July 1, all accrued personal
23 days in excess of five (5) will be converted to sick days. A maximum of ten (10) days of personal leave
24 may be compensated upon termination of employment for non-certified employees.

25 If, at the termination of employment, any employee has been absent for more days than leave has been
26 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final
27 salary payment.²

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

- 29 1. Except in an emergency, each employee shall give the principal/supervisor at least two (2) days'
30 notice in writing of intent to take leave.

- 1 2. The approval of the principal/supervisor of the school shall consider the following when
2 approving leave:³
3 a. If more than ten percent (10%) of the teachers in any given school request its use on the
4 same day;
5 b. If requested during any prior established student examination period;
6 c. If requested on the day immediately preceding or following a holiday or vacation period;
7 d. If personal leave is requested for days scheduled for professional development or in-
8 service training, according to a school calendar adopted by the Board prior to the
9 commencement of the school year; or
10 e. If personal leave is requested for days scheduled for parent-teacher conferences,
11 according to a school calendar adopted by the Board prior to the commencement of the
12 school year.
- 13 3. The converted personal days will not be approved for:
14 a. Extension of scheduled breaks.
15 b. The first or last week of school.
16 c. Scheduled testing dates.

17 Professional leave is a short, temporary absence for the purpose of attending workshops and other
18 meetings relating to school business or serving on boards and commissions which meet during daytime
19 hours when duly elected as or appointed by a mayor, city council, county executive, or county
20 commission.⁴

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 09/26/19
		Rescinds: 5.305	Issued: 08/23/18

1 PURPOSE

2 To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child,
3 and for the care of a child, spouse, or parent who has a serious health condition.

4 ELIGIBILITY

5 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
6 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
7 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
8 use FMLA leave.²

9 GENERAL PRINCIPLES

10 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
11 calendar year for the following reasons:

- 12 1. the birth of a child;
- 13 2. the placement of a child with the employee for adoption or foster care;
- 14 3. a serious health condition of the employee that makes the employee unable to perform the
15 essential functions of his or her job position;
- 16 4. the care of a spouse, child, parent, or next of kin of the employee who has a serious health
17 condition; and
- 18 5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee
19 is on covered active duty or has been notified of an impending call or order to covered active
20 duty, in the Armed Forces.

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
24 FMLA leave.

25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
29 childbirth and nursing of a newborn child.³

30

- 1 2. *Teachers' Sick Leave* - Upon written request of the employee accompanied by a statement from
2 the employee's physician verifying pregnancy, any employee who goes on maternity leave shall
3 be allowed to use all or a portion of the employee's accumulated sick leave for maternity leave
4 purposes. Upon verification by a written statement from an adoption agency or other entity
5 handling an adoption, an employee may also be allowed to use up to thirty (30) days of
6 accumulated sick leave for adoption of a child. If both adoptive parents are employees employed
7 by the district, however, only one (1) parent is entitled to use such leave.⁴

8
9 Spouses who are both eligible employees of the school district are limited to a combined total of
10 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
11 for birth and care of a newborn child, for placement of a child for adoption or foster care, or to
12 care for a parent who has a serious health condition. Under certain circumstances, spouses who
13 share leave for the birth or adoption of a child may be eligible for limited amounts of additional
14 leave for other qualifying FMLA reasons.⁵

15 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

16 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
17 is unable to work because of a serious health condition or to care for an immediate family member with
18 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
19 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
20 as Family and Medical Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice.
21 If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—
22 generally, either the same or next business day.

23 **LEAVE FOR MILITARY FAMILY MEMBERS**

- 24 1. *Qualifying Exigency Leave⁷* - Eligible employees are entitled to up to twelve (12) workweeks
25 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,
26 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
27 notified of an impending call to active duty, or has been notified of an impended call to active
28 duty status, in the Armed Forces. Qualifying exigencies may include:
29 a. issues arising from the service member's short notice deployment;
30 b. military events and related activities (e.g. official ceremonies, support programs);
31 c. making or updating financial and legal arrangements;
32 d. attending counseling;
33 e. taking up to fifteen (15) days leave to spend time with a covered service member who is
34 on short-term rest and recuperation leave during deployment; or
35 f. attending post-deployment activities.
- 36
37 2. *Military Caregiver Leave⁸*- An eligible employee who is the spouse, son, daughter, parent, or
38 next of kin of a covered service member or covered veteran with a serious injury or illness is
39 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A
40 covered service member is a current member of the Armed Forces, including a member of the
41 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
42 otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious
43 injury or illness.

1
2 A covered veteran is an individual who was a member of the Armed Forces at any time during
3 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
4 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
5 therapy.
6

7 The calculation of this 5-year period shall not include the interval of October 28, 2009 through
8 March 8, 2013. The “single twelve (12) month period” for leave to military caregiver leave
9 begins on the first day the employee takes leave for this reason and ends twelve (12) months
10 later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave
11 to provide care for a covered service member. The maximum of twenty-six (26) workweeks may
12 include no more than twelve (12) workweeks of leave that is taken for the birth and care of a
13 newborn child, for placement of a child for adoption or foster care, for care of a parent who has
14 a serious health condition, or for the employee's own serious health condition.

15 **INTERMITTENT LEAVE⁹**

16 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
17 seriously ill family member, or because of the employee's own serious health condition, or for the care
18 for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
19 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
20 than 20% of the total number of working days in the period during which the leave would extend, the
21 school may require that such employee elect either to take the leave for periods of a particular duration,
22 not to exceed the duration of the planned medical treatment or to transfer temporarily to an available
23 alternative position offered by the school system for which the employee is qualified, and that has
24 equivalent pay and benefits and better accommodates recurring periods of leave.

25 **RESTRICTIONS**

26 1. Notice Requirements

- 27 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of
28 Schools with at least thirty (30) days written notice before the beginning of the anticipated
29 leave.
30
31 b. *District Notice*- Once it has been established that the leave requested qualifies for
32 FMLA, the Director of Schools/ designee shall notify the employee within three (3)
33 business days (absent extenuating circumstances) that any leave taken pursuant to state
34 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
35 compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given
36 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
37 the following pay day.¹²
38

39 2. Certification Requirement¹³

- 40 a. The Director may require that a request for leave be supported by certification issued by
41 a health care provider with the following information:
42 i. the date on which the serious health condition commenced;

- 1 ii. the probable duration of the condition;
- 2 iii. the appropriate medical facts within the knowledge of the health care provider
- 3 regarding the condition; and
- 4 iv. a statement that the eligible employee is needed to care for the son, daughter,
- 5 spouse, or parent and an estimate of the amount of time that such employee is
- 6 needed.
- 7

- 8 b. If there is any reason to doubt the validity of the certification provided, the Director may
- 9 require, at the expense of the school system, an opinion of a second health care provider.
- 10

11 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- 12 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
- 13 schools may require the employee to continue taking leave until the end of the term if the
- 14 leave is at least three (3) weeks of duration and the return of employment would occur
- 15 during the three (3) week period before the end of the term.
- 16 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
- 17 may require the employee to continue taking leave until the end of the term if the leave
- 18 is greater than two (2) weeks duration and the return to employment would occur during
- 19 the two (2) week period before the end of the term.

20 **REQUIREMENTS OF THE BOARD¹⁵**

- 21 1. The employee shall be restored to the same position of employment or an equivalent position
- 22 with no loss of benefits, pay, or other terms of employment.
- 23 2. The employee shall be kept under any group health plan for the duration of the leave.
- 24 3. The board may recover the premium paid under the following conditions:
- 25 a. the employee fails to return from leave after the period of leave has expired.
- 26 b. the employee fails to return to work for a reason other than the continuation, recurrence,
- 27 or onset of a serious health condition or other circumstances beyond the control of the
- 28 employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 07/08/13
		Rescinds: 5.307	Issued: 06/03/04

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
2 other violent criminal acts committed in the course of the teacher's employment duties, shall receive
3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or
4 professional leave.¹

5 The school system shall continue to pay the teacher's full benefits including, but not limited to health
6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician
7 to return to work or the date on which the teacher is determined by the teacher's physician to be
8 permanently disabled from returning to work.

9 A signed statement listing the cause of the absence shall be provided by the employee on forms furnished
10 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
11 claims. A certificate from the physician on forms furnished by the Director of Schools may also be
12 required to verify the extent of the injury.²

Legal References:

1. TCA 49-5-714
2. TRR/MS 0520-01-02-.04(5)

Cross References:

- Worker's Compensation 3.602
Long Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 09/28/17
		Rescinds: 5.600	Issued: 04/08/04

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:¹

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;²
- 5 2. Academic freedom within the confines of state law and board policy in order to create an
6 atmosphere of freedom in the classroom;

7 Educators have the right to:

- 8 1. Be treated with civility and respect as well as having his/her professional judgment and
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
11 appropriate agencies;
- 12 3. Provide students with a safe environment;
- 13 4. Defend themselves and their students from physical violence or harm;³
- 14 5. Share information regarding a student's educational experience, health, or safety with the
15 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 16 6. Review all instructional material or curriculum before being utilized by students; and
- 17 7. Not be required to use his/her personal money to appropriately equip a classroom.

24 Each staff member has the responsibility to:

- 25 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
26 policies of the Board and the procedures designed to implement them;⁵
- 27 2. To adhere to the Teacher Code of Ethics;⁶
- 28 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
29 students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. Public Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—
8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

Cross References

- Curriculum Development 4.200
Controversial Issues 4.800
Religion in the Curriculum 4.804

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Overtime Pay of Non- Certified Personnel	Descriptor Code: 5.604	Issued Date: 04/23/15
		Rescinds: 5.604	Issued: 02/06/97

1 The Board expects that employees will work in excess of standard hours when requested. When
2 work in excess of standard hours is required, employees will be compensated for the unscheduled
3 hours worked.¹

4 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an
5 employee is requested to work over regularly scheduled hours, the following shall apply:

6 **Compensation for Unscheduled Hours**

- 7 1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
- 8 2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
- 9 3. All payment for overtime shall be processed through the payroll office.

10 **Overtime Pay**

- 11 1. If it is determined by the immediate supervisor that compensatory time cannot be granted
12 within the forty (40) hour pay period or without severe disruption of the operation of the
13 facility, overtime may be authorized.
- 14 2. Overtime pay shall be paid for all hours worked over forty (40) hours per week.

15 **Payroll Provisions**

- 16 1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty
17 (40) in a week.
- 18 2. An authorization for overtime payment must be submitted by the immediate supervisor.
- 19 3. Payment for overtime will be included in the paycheck for the period immediately following
20 the one in which it was earned.

21 **Discipline**

- 22 1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall
23 be expected to report to work as scheduled.
- 24 2. Failure to report shall subject an employee to disciplinary procedures as specified for any
25 other non-appearance for a regularly scheduled work time.
- 26 3. Employees shall be released from mandatory overtime, without fear of discipline, when they
27 can provide a reasonable excuse such as the following:

- 1 a. Personal family emergency;
- 2 b. Personal or family health maintenance;
- 3 c. Important family function; weddings, etc.

4 If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof
5 will rest with the employee.

Legal References

1. TCA 5-23-101;104; Section 7(o) 29 CFR § 553.20; 21

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 07/22/21
		Rescinds: 5.802	Issued: 08/23/18

1 **QUALIFICATIONS:**

- 2 1. A professional educator's license.
3 2. A master's degree in education with a preference for a doctorate degree.
4 3. Three (3) years of successful experience in school administration.
5 4. Such other qualifications as the Board deems desirable.

6 **REPORTS TO:** The Board of Education.

7 **SUPERVISES:** All administrative and supervisory personnel in the district.

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services.

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be
13 assigned by the Board. The Director of Schools may delegate these duties together with appropriate
14 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of
15 accountability.

16 **ESSENTIAL FUNCTIONS:**

17 **General Administrative**

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those
19 Board-established priorities.
- 20 2. Prepares and recommends short- and long-range plans for Board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the Board chairman, agenda recommendations relative to all
23 matters requiring board action, including all facts, information, options, and reports, needed to
24 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 25 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
26 of the proceedings of all meetings of the Board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
28 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement Board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the Board informed regarding development in other districts or at state and national levels
5 that would be helpful to the district.
- 6 8. Ensures that all local, state/federal standards for the health and safety of the students and staff
7 are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
9 the rules and regulations of the State Board.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development and
12 implementation of sound business practices. Continually assesses business practices to achieve
13 efficiency.
- 14 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the
17 public-school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establish lines of authority, which shall be approved by the Board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the Board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
29 to the Board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the Board relating to personnel
33 matters to all and receives from employees, communications to be made to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
3 temporary teaching permit who have been suspended or dismissed, or who have resigned,
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would
5 warrant consideration for license suspension or revocation, or formal reprimand or who have
6 been convicted of a felony. The report shall be submitted within thirty (30) days of the
7 suspension, dismissal, or resignation, or of receiving knowledge of the felony conviction.²

8 **Instructional Leadership**

- 9 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
10 educational program designed to meet the needs of the community and to carry out the policies
11 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
12 is available to all students.
- 13 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
14 changes in tests and time schedules to be used in the schools.
- 15 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 16 4. Develops guidelines and direction for monitoring the effectiveness of existing and new pro-
17 grams.
- 18 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
19 or the educational advancement of the schools.
- 20 6. Seeks out available sources for grant funding to support programs and projects.
- 21 7. Ensures that the goals of the school system are adequately reflected in its educational program
22 and operations.

23 **Community/Public Relations**

- 24 1. Promotes community support of the schools. Interprets district programs and services, reports
25 plans, events and activities of interest and solicits community opinions regarding school and
26 educational issues.
- 27 2. Identifies available community resources and links to social service agencies that support
28 education and healthy child development.
- 29 3. Develops strategies to promote parental involvement in their children's education and provides
30 opportunities for parent-teacher interaction.
- 31 4. Maintains contact and good relations with local media.
- 32 5. Ensures that the district interests will be represented in meetings and activities of municipal and
33 other governmental agencies.

- 1 6. Represents the school system and its interests in community organizations, activities, and
2 projects.

3 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board
4 and the Director of Schools. Salary to be determined by the Board.

5 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
6 and the Board's policy on evaluation of the Director of Schools.

7 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
8 level of work being performed by the person assigned to this position. They are not intended to be a
9 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
Public Acts of 2021, Chapter No. 211

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

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

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

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

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

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

24 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

36

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 March	Descriptor Term: <h2 style="text-align: center;">Attendance During Postsecondary Visits</h2>	Descriptor Code: 6.2001	Issued Date: 01/24/19
		Rescinds:	Issued:

1 While postsecondary school visits are not required, any high school student wishing to participate in a
 2 postsecondary school visit during the school year shall submit to the principal/designee prior notice
 3 from his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
 4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
 5 of the student during the visit.¹

6 The principal/designee shall count a student present for no more than 1 day (freshmen and
 7 sophomores) or 2 days (juniors and seniors) each school year for students participating in a
 8 postsecondary school visit. Exceptions beyond the days defined shall be submitted to the Director of
 9 Schools/Executive Committee following a recommendation from the building principal. The student
 10 shall be counted present for the day of the postsecondary school visit and shall not be counted present
 11 during any travel days.

12 In order to be counted present for the school day missed, the student shall submit to the
 13 principal/designee a signed letter or form from a campus official verifying that the visit to the
 14 postsecondary school occurred.

15 The student shall complete any schoolwork missed due to the student participating in a postsecondary
 16 school visit.

Legal References

1. State Board of Education Policy 4.100

Cross References

Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 01/25/18
		Rescinds:	Issued:

1 The Board may establish an early childhood education program to address the educational needs of
2 eligible four-year old children. The program will provide educational services in accordance with state
3 law and the policies, rules, and regulations of the State Board of Education and the Department of
4 Education.¹

5 While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in
6 student achievement; therefore, students are expected to be present each day school is in session.

7 **EXCUSED ABSENCES**

8 Absences shall be classified as either excused or unexcused as determined by the site-level
9 administrator. Excused absences shall include, but not be limited to:

- 10 1. The child has a personal illness or injury;
- 11
- 12 2. The child has other ongoing health related ailments which temporarily prevent attendance;
- 13
- 14 3. The child contracts a communicable disease (virus or flu);
- 15
- 16 4. Religious observances;
- 17
- 18 5. Death in the family; and
- 19
- 20 6. Limited medical/dental/therapy appointments.

21 **UNEXCUSED ABSENCES**

22 Students who have four (4) or more unexcused absences within one (1) month shall be reported to the
23 site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine
24 the child's participation status in the program. The site-level administrator shall document all
25 communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

26 Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to
27 the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and
28 develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school
29 personnel. The attendance plan shall:

- 30 1. Identify the reasons for the absences;

- 1 2. Include a specific plan and date for establishing regular attendance or alternative services that
2 meet the student’s educational goals; and
3
- 4 3. Include the documentation of services and student outcomes to determine the effectiveness of
5 the attendance plan.

6 **DISMISSAL**

7 Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year
8 without adequate excuse may be terminated from the program. The site-level administrator shall
9 submit dismissal documentation to the Department of Education’s Voluntary Pre-K Director for
10 approval.

11 The district shall not dismiss a student without first implementing an attendance plan, unless there are
12 special circumstances approved by the state VPK director.

13 Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the
14 vacant position.

15 The student may re-enter the program after a 30-day waiting period and a parent conference if there are
16 any available vacancies.

17 **DISTRICT VOLUNTARY PRE-K CONTACT**

18 Name: Karri Hobby
19 Title: Pre-K – 8 Supervisor
20 Phone: 931-484-6135, email khobby@ccschools.k12tn.net

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 08/25/22
		Rescinds: 6.204	Issued: 05/25/17

1 Students residing outside the boundaries of the school district may attend schools within the school
 2 district under the following conditions:

- 3 1. They shall be approved by the Director of Schools.¹
- 4 2. They shall pay a tuition fee established annually by the Board. Annual tuition may not exceed
 5 per student, per annum, an amount equal to the amount of local funds actually used for school
 6 purposes by the school district per student during the preceding school year minus any funds
 7 received from the student's resident district. Tuition for out-of-state students shall be charged at
 8 the same rate as the average cost per student (state and local funds) in the district attended.²
- 9 3. Non-resident students shall make application at least two (2) weeks prior to the first day of
 10 school.³ The Director of Schools/designee shall provide non-resident students notice of
 11 eligibility for re-enrollment by the end of the school year.
- 12 4. Requests from students from adjoining states to attend school shall be considered on a case-by-
 13 case basis.⁴
- 14 5. Students who become residents of Cumberland County will be refunded any unused portion of
 15 the tuition on a pro-rata basis.
- 16 6. When payment is not made on all or any part of the required tuition for a previous year, the
 17 student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- 18 7. If an employee of this school district has a residence outside the school district, his/her
 19 children may be allowed to attend if the appropriate tuition requirements are met.⁵

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f); Public Acts of 2022, Chapter No. 709
3. TCA 49-6-3105
4. TCA 49-6-3108; TCA 49-6-403(f)
5. TCA 49-6-3113; TCA 49-6-3103; Public Acts of 2022, Chapter No. 709

Cross References

- Revenues 2.400
 Students from Military Families 6.506

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct and Discipline	Descriptor Code: 6.300	Issued Date: 08/25/22
		Rescinds: 6.300	Issued: 08/26/21

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

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties to maintain
9 a safe learning environment where orderly learning is possible and encouraged.⁴ These misbehaviors
10 apply to student conduct on school buses, on school property, and while students are on school
11 sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall ensure
12 that disciplinary measures are implemented in a manner that:⁵

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

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

28 **MISBEHAVIORS: Level I**

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

32 *Examples* (not an exclusive listing):

- 1 • Classroom disturbances.
- 2 • School or class tardiness.
- 3 • Cheating and lying.
- 4 • Abusive language.
- 5 • Non-defiant failure to do assignments or carry out directions.
- 6 • Wearing while on the grounds of a public school during the regular school day, clothing
- 7 that exposes underwear or body parts in an indecent manner that disrupts the learning
- 8 environment⁶.
- 9 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 10 Cyber-bullying, and/or Hazing).

11 *Disciplinary Procedures:*

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

17 *Disciplinary Options:*

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

30 **MISBEHAVIORS: Level II**

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

35 *Examples* (not an exclusive listing):

- 36 • Continuation of unmodified Level I behaviors.
- 37 • School or class tardiness.
- 38 • Using forged notes or excuses.

- 1 • Disruptive classroom behavior.

2 *Disciplinary Procedures:*

- 3 • Student is referred to principal for appropriate disciplinary action.
4 • Principal meets with student and teacher.
5 • Principal hears accusation made by teacher, permits student the opportunity of
6 explaining his/her conduct.
7 • Principal takes appropriate disciplinary action and notifies teacher of action.
8 • Record of offense and disciplinary action maintained by principal.

9 *Disciplinary Options:*

- 10 • Teacher/schedule change.
11 • Modified probation.
12 • Behavior modification.
13 • Social probation.
14 • Peer counseling.
15 • In-school suspension.
16 • Transfer.
17 • Detention.
18 • Corporal punishment.
19 • Suspension from school-sponsored activities or from riding school bus.
20 • Out-of-school suspension (not to exceed ten (10) days).
21 • RTI²B, multi-tiered system of supports or behavior intervention plans.

22 **MISBEHAVIORS: Level III**

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

25 *Examples (not an exclusive listing):*

- 26 • Continuation of unmodified Level I and II behaviors.
27 • Fighting (simple).
28 • Vandalism (minor).
29 • Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol.
30 • Stealing.
31 • Threats to others.
32 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
33 Cyber-bullying, and or Hazing).

34 *Disciplinary Procedures:*

- 35 • Student is referred to principal for appropriate disciplinary action.
36 • Principal meets with student and teacher.

- 1 • Principal hears accusation and allows the student the opportunity to explain his/her
- 2 conduct.
- 3 • Principal takes appropriate disciplinary action and notifies the staff member of the
- 4 action.
- 5 • Principal may refer incident to Director of Schools and make recommendations for
- 6 consequences.
- 7 • If student's program is to be changed, adequate notice shall be given to the student and
- 8 his/her parents/guardian(s) of the charges against him, his/her right to appear at a
- 9 hearing and to be represented by a person of his/her choosing.
- 10 • Any change in school assignment is appealable to the Board.
- 11 • Record of offense and disciplinary action maintained by principal or Director of
- 12 Schools.

13 *Disciplinary Options:*

- 14 • In-school suspension.
- 15 • Detention.
- 16 • Corporal punishment.
- 17 • Restitution from loss, damage, or stolen property.
- 18 • Out-of-school suspension not to exceed ten (10) days.
- 19 • Social adjustment classes.
- 20 • Transfer.
- 21 • Alternative School.
- 22 • RTI²B, multi-tiered system of supports or behavior intervention plans.

23 **MISBEHAVIORS: Level IV**

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

28 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 29 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 30 death to another person.⁷

31 *Examples (not an exclusive listing):*

- 32 • Unmodified Level I, II and III behaviors.
- 33 • Death threat (hit list).
- 34 • Extortion.
- 35 • Bomb threat.
- 36 • Possession/use/transfer of dangerous weapons. *
- 37 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 38 employee of the school, or a school resource officer. *
- 39 • Aggravated Assault.*

- 1 • Vandalism.
- 2 • Theft/possession/sale of stolen property.
- 3 • Arson.
- 4 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 5 substance analogue, or legend drug). *
- 6 • Use, possession, sale, or distribution of drug paraphernalia.
- 7 • Use, sale, distribution and/or being under the influence of drugs.
- 8 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 9 Cyber-bullying, and/or Hazing).
- 10 • Electronic threat to cause bodily injury or death to another student or school employee.*
- 11 • Unauthorized possession of a firearm. *

12 *Disciplinary Procedures:*

- 13 • Principal confers with appropriate staff members and with the student.
- 14 • Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 15 • Parents/guardians are notified.
- 16 • Law enforcement officials are contacted.
- 17 • Incident is reported and recommendations made to the Director of Schools.
- 18 • The principal notifies the staff members of the resolution.
- 19 • If the student's placement is to be changed, adequate notice of the charges shall be
- 20 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 21 disciplinary hearing.

22 *Disciplinary Options*

- 23 • Expulsion.
- 24 • Alternative schools.
- 25 • RTI²B, multi-tiered system of supports or behavior intervention plans.

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

28 **ADDITIONAL GUIDELINES:**

- 29 • A student shall not be suspended solely because charges are pending against him/her in
- 30 juvenile or other court.
- 31 • A principal shall not impose successive short term suspensions that cumulatively
- 32 exceed ten (10) days for the same offense.³
- 33 • A teacher or other school official shall not reduce or authorize the reduction of a
- 34 student's grade because of discipline problems except in deportment or citizenship.
- 35 • A student shall not be denied the passing of a course or grade promotion solely on the
- 36 basis of absences except as provided by Board policy.
- 37 • A student shall not be denied the passing of a course or grade promotion solely on the
- 38 basis of failure to:
 - 39 ○ pay any activity fee;

- 1 ○ pay a library or other school fine; or
- 2 ○ make restitution for lost or damaged school property.

* Zero tolerance offences

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 07/23/20
		Rescinds:	Issued:

1 **General**

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Federal Programs ~~Director~~ Coordinator and 9-12 Supervisor/CTE ~~Director~~**

18 **368 Fourth Street, Crossville, TN 38555**

19 **931-484-6135**

20 whittenbarj@ccschools.k12tn.net and maddoxs1@ccschools.k12tn.net

21 **DEFINITIONS⁴**

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Federal Programs ~~Director~~ **Coordinator** and 9-12 Supervisor/~~CTE Director~~ shall serve as the
5 investigator and be responsible for investigating complaints in an equitable manner that involves an
6 objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a
7 determination regarding responsibility rests on the school district and not the complainant or respondent.

8 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
19 and present relevant evidence;
- 20 21 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
22 seek disclosure of information protected under a legally recognized privilege unless such
23 privilege has been waived;¹⁷
- 24 25 4. Provide the parties with the same opportunities to have others present during any grievance
26 proceeding;
- 27 28 5. Provide to parties whose participation is requested written notice of the date, time, location,
29 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
30 for the party to prepare to participate;
- 31 32 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
33 the allegations in the formal complaint; and
- 34 35 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
36 37 a. Prior to the completion of the investigative report, the investigator shall send to each
38 party the evidence subject to inspection and review. All parties shall have at least ten
39 (10) **calendar** days to submit a written response which shall be taken into consideration
40 in creating the final report.
41

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Director of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of the evidence
9 standard shall be used in making this determination.²¹

10 Director of Schools shall act as the decision-maker. He/she shall receive the final report of the
11 investigation and allow each party the opportunity to submit written questions that he/she wants asked
12 of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) **calendar** days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) **calendar** days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) **calendar** days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

1 RETALIATION²³

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 12/01/22
		Rescinds: 6.310	Issued: 04/23/20

1 The Cumberland County Board of Education recognizes and understands that there is a strong correlation
2 between appropriate attire and a positive learning environment. To help create not only the best learning
3 environment but also the safest, expectations for student dress have been established. The dress code is
4 intended to reduce the likelihood of distraction or disruption to the daily academic focus and operation
5 of the school. Instruction is interrupted when a student is referred to an administrator for inappropriate
6 dress. If, in the judgement of the administration or staff, a student is dressed inappropriately, the student
7 will be required to change clothing.

8 The principal may allow expectations for school wide programs, special classroom activities, recognition
9 of religious practices or medical issues.

10 It is essential that students respect the learning environment by being appropriately dressed for school.
11 The purpose of the student dress code is not to inhibit any person's taste or attire, but rather to better
12 facilitate the process of education through reasonable guidelines of dress, instilling dignity, and pride.
13 Students shall dress and be groomed in a clean, neat, appropriate, and modest manner so as not to distract
14 or interfere with the educational process or cause a safety hazard.¹ Students are required to adhere to the
15 provisions of this code during school hours (whether on or off campus) and while in attendance at school-
16 sponsored events.

17 It shall be the responsibility of the school administration to develop administrative guidelines that
18 provide clarity and uniformity to the application of this policy. As part of the development of these
19 administrative guidelines, building administrators shall set forth uniform and consistent consequences
20 of dress code violations.

21 **Student Dress Code Procedures/Expectations**

22 The principal's judgment shall prevail in all matters regarding the application of these rules.

23 All Students K-12

- 24 1. The following shall NOT be worn at school or school sponsored events during regular school
25 hours for ALL students.
- 26 a. Clothing or accessories that denote affiliation with any gang associated with criminal
27 activity or a safety hazard or security risk
 - 28 b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
 - 29 c. Excessively oversized clothing including but not limited to coats and/or trench/duster
30 style.
 - 31 d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin
32 showing).

- 1 e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or
- 2 advertisements for tobacco, alcohol, or drug products
- 3 f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
- 4 g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
- 5 h. No pajamas.
- 6
- 7 2. In addition, the following rules shall be enforced for all students:
- 8 a. Any color or style of shoes may be worn, with the exception of “heely” or bedroom
- 9 slipper type of shoes.
- 10 b. Shirts or tops with leggings shall be worn so that its length appropriately covers front
- 11 and behind.
- 12 c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no
- 13 higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
- 14 d. No tinted glasses/sunglasses are permitted to be worn inside the building unless
- 15 prescribed by a doctor.
- 16 e. Large heavy jewelry chains, and any jewelry, that could be deemed harmful or
- 17 dangerous, will not be permitted.
- 18 f. Valuable clothing and jewelry are discouraged.
- 19 g. Shirt and blouse length may not be so short that students raising their elbows to the
- 20 height of his or her shoulder exposes midriff and must cover at least 3” of the shoulder
- 21 so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or
- 22 muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare
- 23 skin should be visible while standing, sitting, or raising one’s hand in class, or walking
- 24 in the hallways.
- 25 h. No costume attire or distracting clothing except on special dress days.

26

27 **Notes:**

- 28 1. Special dress days may be designated by the principal to include but not limited to the
- 29 following examples: field days, picture days, school spirit days, etc.
- 30
- 31 2. If a student cannot comply with the standardized dress code because of religious beliefs or
- 32 physical characteristics, the parent/guardian must provide a written explanation to the principal
- 33 for possible relief from certain aspects of this dress code.
- 34

35 **Violations may result in the following consequences:**

36

37 *First Violation:* The student will receive a written warning and the violation must be

38 corrected.

39 *Second Violation:* Parents will be notified; the violation must be corrected, and a detention

40 will be assigned.

41 *Third Violation & Subsequent Violations:* Disciplinary action at the discretion of the

42 administration.

43

Legal References

1. TCA 49-6-4215(a)(1); TCA 49-1-302(j)

Cross References

Code of Behavior and Discipline 6.300
Suspension/Expulsion/Remand 6.316

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Care of School Property	Descriptor Code: 6.311	Issued Date: 04/23/20
		Rescinds: 6.311	Issued: 10/07/99

1 **General**

2 Students shall help maintain the school environment, preserve school property and exercise care while
3 using school facilities.

4 All district employees shall report all damage or loss of school property to the principal or designee
5 immediately after such damage or loss is discovered. The principal or designee shall make a full and
6 complete investigation of any instance of damage or loss of school property. The investigation shall be
7 carried out in cooperation with law enforcement officials when appropriate.

8 School property is defined as buildings, buses, books, equipment, records, instructional materials or any
9 other item under the jurisdiction of the Board.

10 When the person causing damage or loss has been identified and the costs of repair or replacement have
11 been determined, the Director of Schools shall take steps to recover these costs. This may include
12 recommending the filing of a civil complaint in court to recover damages. If the responsible person is a
13 minor, recovery will be sought from the minor's parent/guardian.¹

14 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible
15 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's
16 parent/guardian has paid for the damages. ² If a student and/or his/her parent/guardian dispute damages
17 or the amount of damages, the Director of Schools shall meet with them to discuss the matter. Within
18 five (5) days of the meeting, the Director of Schools shall notify the student and his/her parent/guardian
19 of the final decision.

20
21 When the minor and parent/guardian are unable to pay for damages, the Director of Schools/designee
22 may meet with the parent in an attempt to reach an agreement. Upon payment or completion of an
23 agreement between the Director/designee and a parent/guardian, the student's grades, diploma, and/or
24 transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal References

1. TCA 37-10-101 through 103
2. TRR/MS 0520-01-03-.03(13)

Cross References

- Visitors to the School 1.501
- Safety 3.201
- Security 3.205
- Community Use of School Facilities 3.206
- Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 07/22/21
		Rescinds: 6.319	Issued: 01/28/21

1 **General¹**

2 The Board shall operate an alternative school program for students in grades 1 -12 who have been
3 suspended or expelled from regular school programs.

4 An alternative school is a short-term intervention program designed to provide educational services
5 outside the regular school program. The alternative school is located in a separate facility from the
6 regular school program.

7 The alternative school and/or programs shall be operated in accordance with state laws and the rules of the
8 State Board of Education and instruction shall proceed as practical in accordance with the instructional
9 programs at the student's home school.

10 The Director of Schools shall develop procedures that provide appropriate educational opportunities for
11 all students assigned to an alternative education program. These educational opportunities shall adhere
12 to Tennessee's academic standards.²

13 **ASSIGNMENT**

14 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
15 alternative program if there is staff and space available.³ Availability of staff and space shall be
16 determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
17 make this determination by evaluating factors including, but not limited to the following:

- 18 1. Level of supervision available
- 19 2. Safety considerations; and
- 20 3. Type of infraction.

21 The Director of Schools is not required to assign a student to the alternative school or program if the
22 student commits one of the following:

- 23 1. A zero-tolerance offense;⁴ or
- 24 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
25 students at the school, if the location of the alternative school or program is on the same
26 grounds as the school from which the student was disciplined.⁵

27 Consideration to assign these students to the alternative school or program will be determined by the
28 Director of Schools/designee on a case-by-case basis.

1 Prior to the assignment of the student to an alternative school program, the Director of
 2 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
 3 student's placement.⁶

4 Placement in an alternative education setting shall be reserved for students who significantly disrupt
 5 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
 6 suspected of having a disability, all state and federal laws, rules and regulations related to special
 7 education shall be followed. The Director of Schools/designee shall develop procedures regarding
 8 placement of students in the program, taking into consideration the impact of exclusionary discipline
 9 practices.⁷

10 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
 11 student enrolled in an alternative education program.

12 **REMOVAL⁸**

13 A student may be removed from the alternative school or program if:

- 14 1. He/she violates the rules of the alternative school or program; or
- 15 2. He/she is not benefitting from the assignment and all interventions have been exhausted
 16 unsuccessfully.

17 **ADDITIONAL OFFENSES⁹**

18 Any new disciplinary offenses committed during a student's original suspension or expulsion period
 19 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
 20 original suspension or expulsion.

21 **TRANSITION PLANS¹⁰**

22 The Director of Schools/designee shall develop procedures regarding the implementation of transition
 23 plans, [on a case-by-case basis](#), for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
 Virtual Education Program 4.212
 Suspension 6.316
 Student Disciplinary Hearing Authority 6.317
 Special Education Students 6.500