

**Policy Committee Meeting**  
**June 20, 2023 5:30 PM**  
Central Services Board Room

1. Call to Order - Ms. Rebecca Hamby
2. Moment of Silence / Pledge of Allegiance - Ms. Rebecca Hamby
3. Approval of Committee Minutes
4. Review Only Policies
5. TSBA Recommendations
6. District Recommendations
7. Duplicate Policies (For Deletion)
8. Other Discussion
9. Adjournment

**(\* Indicates Board Approval Required)**

**Board of Education**  
**May 10, 2023 4:30 PM**  
Central Services Board Room

The Policy Committee met on Wednesday, May 10, 2023 in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 4:30 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:	Present
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

**OTHERS PRESENT:**

Earl Patton, Board Attorney  
Kim Bray, COO  
Bo Magnusson, Safety and Security Supervisor  
Mo Charnot, Media

1. **Call to Order** - Mrs. Rebecca Hamby called the meeting to order.
2. **Moment of Silence / Pledge of Allegiance** - Ms. Rebecca Hamby led moment of silence and the Pledge of Allegiance.
3. **Approval of Committee Minutes**-Hamby asked for a motion to approve minutes. Stout made a motion to approve. No second.

Motion to approve Policy Committee Minutes.

**VOICE VOTE:** (mover-yes) Stout

Yes: 4, No: 0

**MOTION: Motion Carried**

- District Recommendation Policies**-Hamby introduced the district recommendation policies. 4.300, 5.110, 5.403, 5.701, 6.203, 6.201, 6.300, 6.308, 6.309, 6.316. Hamby introduced the first policy, 4.300 and asked if anyone had any concerns. Patton asked if level 3 volunteers are defined anywhere? Stepp said they are listed in procedures and said that it's pretty common in other counties to have non-faculty coaches without employee supervision. Patton said his concern is where is the cross reference to the policy that defines levels 1, 2, and 3. Stepp told Patton that under 4.501 procedures is where the information is given completely and in depth. Hamby asked if Patton felt comfortable. He said he thinks it's fine to reference the procedure but he's just not had enough time to look at this and the legalities of it. Patton said he would suggest putting all the levels under the school volunteer policy. He said to add the language of the procedure to the school volunteer policy. Hamby made a motion to accept the policy with the change and tasking Stepp to cross reference the policy and procedures that gave the explanation. Boston asked didn't they have to change the policy. Hamby then made the suggestion to table this until next month's policy meeting.

Policy 5.110 Compensation Guides and Contracts. Hamby told everyone the recommendation was to replace recognizing 50% job experience with 100% recognition and removing the up to 5 years portion- Stull voiced her concerns about how that would impact the budget and how many employees did that involve? Bray said this would not be retroactive. It would just be with new hires and she could not say at this point how that would affect the budget and it would start within the next school year. Hamby said her concern was if they left it wide open and it was a reoccurring expense, then they would budget themselves right out the door. Stepp said they needed to be competitive in this market. Stepp said we needed those professionals in our system and needed something if they are coming from the private sector. Hamby said the system was not and could never be a private sector. Stout said most other industries do recognize prior job experience. She worries if we don't offer that, then we won't be able to recruit and retain top talent. Stull said they do recognize some referring to the 5 years. Bray told everyone that she's had several people in various positions walk away because the 5 years is all that we were willing to offer. Boston said her concern is being able to sustain the salaries that the district is setting. She said if they are paid the top salary scale for all years of experience, there will be some that will be making more than the supervisor makes, so then the supervisor's scale has to be adjusted. She said again, the sustainability they are creating is her concern. Stout asked, doesn't this just allow us to have the flexibility? It doesn't mean we have to offer them the job. Hamby said she isn't saying not to do it, but she's concerned about it. Stepp said this isn't a thousand people. It's a few people with professional licenses. He said it addresses the issue of classified not having the same rights as the certified personnel. He's trying to level the playing field with those with professional certifications. Stout asked what kind of candidates are falling into this category? Bray said she's seeing custodians, teacher assistants, electricians, maintenance personnel and bus drivers. Stout said how many of them would we have to worry about raising the supervisor's pay so they didn't exceed their salary? Bray said mostly it is like electricians, those licensed people, and currently they have 5. Stout said that's a pretty small group of people that they would have to worry about surpassing the supervisor's scale. Nichols said if we hire less qualified people and pay them less money, then we take a greater risk of things breaking down, which costs more money in the long run. Stepp and Bray made it clear they would have

to verify that they are certified and they have the experience they say they have. Hamby made a motion to accept as presented with the understanding that they would come back and change it if needed. Nichols with the second.

All other policies passed to be sent to the board as presented with changes.

5.403 Hamby made the motion and Stout with the second.

5701 Hamby made the motion and Stull with the second.

6.203 Hamby made the motion and Stout with second.

6.201 Stout made the motion and Stull with the second.

6.300 Hamby made the motion and Stull with the second.

6.308 Hamby made the motion and Stout with the second.

6.309 Stout made the motion and Hamby with the second.

6.316 Hamby with the motion and Stout with the second.

Motion to accept changes as recommended.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stout

Yes: 4, No: 0

**MOTION: Motion Carried**

5. **Review Only Policies**-Hamby told everyone that these policies are for review only and made the motion to send to full board under consent agenda. Stull with the second.

Motion to send review policies on to full board.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stull

Yes: 4, No: 0

**MOTION: Motion Carried**

6. Other Discussion

7. **Adjournment**-Stout made the motion to adjourn and Stull with the second. The meeting was adjourned at approximately 5:15 p.m.

Motion to adjourn

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Stull

Yes: 4, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Ms. Rebecca Hamby**  
**Chairman of the Policy Committee**

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**Diane McCartney**  
**Executive Assistant for the Director of Schools and BOE**

**(\* Indicates Board Approval Required)**

## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>09/26/19</b>
		Rescinds: <b>2.601</b>	Issued: <b>02/23/17</b>

1 **General**

2 The following guidelines shall be followed:1

- 3 1. All school-wide fundraising activities shall be approved by the board and be for the purpose of  
4 supplementing funds for established school programs and not for supplementing funds, which  
5 are the responsibility of the board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the  
9 students or paid into the activity fund of the school for use by the school. No school employee  
10 shall personally benefit from any fundraising activity.
- 11 4. The principal must obtain written approval from the Board of Education for all fundraising  
12 activities, including online fundraising activities that involve the participation of the general  
13 student population in the marketing process of the fundraising effort. All other fundraising  
14 activities, including online fundraising activities, must have written approval from the principal  
15 and the Director of Schools as well as comply with all administrative procedures issued by  
16 the Director of Schools. The authorization request shall contain the following information.2
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity: (Not to include school pictures  
21 and/or yearbook sales.)
- 22 i. school-wide or individual class or club; and
- 23 ii. one (1) general school-wide: and
- 24 iii. one (1) PTO school-wide fundraiser are authorized per school year.
- 25 e. Margin of profit and how it is to be paid to the school. A minimum of 40% profit is  
26 required for all fundraising activities.

- 1        5. The Director of Schools shall determine whether or not the activity will benefit the school, con-  
2        tribute to the welfare of the student body, and supplement, **not replace**, funds necessary to fulfill  
3        the board's required contributions.
- 4        6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
5        grade in a subject or course shall be affected by a student's participation in a fundraising activity.
- 6        7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students  
7        who do not participate in fundraising activities shall not be punished or discriminated against in  
8        any way.
- 9        8. Individual participating students may accept awards and/or incentives given by the vendors.
- 10       9. Group reward activities for a successful fundraiser shall include all students whether they  
11       participated or not.

12 This policy shall not be construed as preventing a teacher from using instructional or informational  
13 materials even though the materials might include reference to a brand, a product, or a service.

#### 14 **LOTTERIES**

15 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
16 among purchasers of chances by means of tickets through a random selection process.<sup>3</sup>

#### 17 **ONLINE FUNDRAISING**

18 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all  
19 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*  
20 *Manual*. The principal/designee of each school shall have access to the established fundraising account  
21 to ensure all funds are properly accounted for, and the information is recorded in the school's  
22 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for  
23 the benefit of an outside party.

24 Employees shall not engage in online fundraising in their official capacity as district employees nor  
25 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another  
26 to believe such activity is an approved school fundraiser.

#### 27 **FUNDRAISING FOR NON-EDUCATIONAL PURPOSES<sup>4</sup>**

28 On approval of the principal, an employee may be authorized to raise and use funds for the following  
29 non-educational purposes:

- 30        1. Bereavement support;
- 31        2. Award recognition;
- 32        3. Employee morale;
- 33        4. Banquets; or
- 34        5. Other situations at the principal's discretion.

1 These funds shall be derived from vending machine revenue, donations, and/or fundraising  
2 activities such as blue jean days, lunch tickets, etc.

3 The Director of Schools shall develop administrative procedures regarding the receipt,  
4 disbursement, accounting and auditing of these non-educational funds. The Director of Schools  
5 shall ensure that the procedures are consistent with board policy and state law and disseminate  
6 them to all employees.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-30, 4-31*
2. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-32*
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

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Cross References

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Board Funding of Student Competitions</b>	Descriptor Code: <b>2.9001</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>2.9001</b>	Issued: <b>07/23/20</b>

1 The Board may provide funding to aid and assist students to compete in national sponsored competition  
2 based on the following criteria:

- 3 1. School-sponsored activity;
- 4
- 5 2. Funding in the amount of twenty-five percent (25%) up to a maximum of \$1,500 per request;
- 6
- 7 3. Receipts or invoices shall be required; and
- 8
- 9 4. Recommendation of the Director of Schools.

10 Prior to final approval the following documents and/or requests must be completed and approved by  
11 the Director of Schools and Board of Education.

- 12 1. Submit an overnight and/or out of county trip request letter.
- 13
- 14 2. Complete the Administrative Procedure 2.9001 – Board Funding of Student Competitions Form

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Food Service Banquet</b>	Descriptor Code: <b>3.501</b>	Issued Date: <b>06/22/17</b>
		Rescinds: <b>3.501</b>	Issued: <b>01/24/13</b>

1 The Cumberland County School Nutrition Program (CCSNP) may host banquets and similar events  
2 and charge rates accordingly to generate revenue. Such events may be held on school premises or  
3 arranged for off-campus locations. The entity requesting the banquet must contact the School  
4 Nutrition Program Supervisor to arrange the menu, costs, date and time through a contractual  
5 arrangement. If the event is held on a school's campus, the entity must contact the respective principal  
6 to schedule the use of the facilities and arrange for any rental fees and custodial services.

7 The contractual agreement must cover all food, supplies, and CCSNP employee labor costs. All revenues  
8 will be placed in the banquet account fund managed by CCSNP. Any costs for use of school facilities  
9 and custodial fees must be coordinated separately at each school via the principal.

10 Only volunteer CCSNP employees will be used for these events. Employees that may exceed their forty-  
11 hour work week, because of banquet work, will be paid a "Banquet Rate". This rate will include time-and-  
12 a-half wages and matching costs. CCSNP employees that do not exceed their forty-hour work week  
13 will receive their regular rate of pay and matching costs. All employees working these events will  
14 complete a time sheet that will be processed through the CCSNP payroll office. These additional wages  
15 will be added to the employee's next regularly scheduled paycheck.

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student School Counseling Welfare Program</b>	Descriptor Code: <b>6.400</b>	Issued Date: <b>01/28/21</b>
		Rescinds: <b>6.400</b>	Issued: <b>10/03/02</b>

1 The Director of Schools shall develop procedures to promote and protect the health and welfare of  
2 students. These should provide, at a minimum, for the following:<sup>1</sup>  
3

- 4 1. Student guidance services;
- 5 2. School health services;
- 6 3. School psychological services; and
- 7 4. School social work services.

8  
9 The development of these programs and the scope of the services provided shall be consistent with state  
10 law.<sup>1</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.08(1)

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#### Cross References

Acquired Immune Deficiency Syndrome 5.401  
Attendance 6.200  
Drug-Free Schools 6.307  
Physical Examinations and Immunizations 6.402  
Student Communicable Diseases 6.403  
Acquired Immune Deficiency Syndrome 6.404  
Medicines 6.405  
Reporting Child Abuse 6.409  
Student Suicide Prevention 6.415

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Student Health Services</h2>	Descriptor Code: <b>6.401</b>	Issued Date: <b>02/06/97</b>
		Rescinds:	Issued:

1 The major objective of student health services is to protect and promote the health of the student. This  
 2 responsibility is shared by all individuals and agencies in the community.

3 To obtain this objective:

4 1. A safe, sanitary, healthful school environment shall be provided; and

5 2. Basic principles of healthful living shall be taught.

6 The student health services program<sup>1</sup> shall include:

7 1. Identification of physical, mental or emotional characteristics of students which will  
 8 prevent them from attaining their potentialities through public education;

9 2. Evidence of a complete medical examination of every student entering school for the first  
 10 time;

11 3. Proof of immunization except those who are exempt by statute;

12 4. A medical examination using the TSSAA criteria as the standard for every student prior to  
 13 participation in interscholastic athletics;

14 5. A cumulative health record to be evaluated and updated annually;

15 6. A record for each student which contains information as to how and where to contact  
 16 parents/guardian in case of emergency;

17 7. A report of each accident taking place while the student is under the jurisdiction of the  
 18 school;

19 8. Plan for taking care of sick or injured students;

20 9. Procedures for reporting suspected child abuse or neglect;

21 10. Plan for dealing with communicable diseases;

22 11. Procedures for dispensing medication;

23 12. Teacher referral of students for available health service; and

- 1           13. An annual evaluation regarding the extent and use of available health services based upon
- 2           the needs of students within the school.
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Legal References

- 1. TRR/MS 0520-1-3-.08(e)(2)

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Cross References

- Communicable Diseases 6.403
- Medicines 6.405

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Communicable Diseases</b>	Descriptor Code: <b>6.403</b>	Issued Date: <b>01/06/98</b>
		Rescinds: <b>6.403</b>	Issued: <b>02/06/97</b>

1 No student will be denied an education solely because of a communicable disease, and his/her  
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting  
3 the disease.

4 Parents or guardians of infected students shall inform appropriate school officials of the infection so that  
5 proper precautions for the protection of other students, employees, and the infected student shall be  
6 taken.

7 No student with a communicable disease which may endanger the health of either himself/herself or  
8 other individuals will enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has reason to  
9 believe a student has a communicable disease which may endanger the health of either himself/herself  
10 or other individuals in the regular school setting, the principal shall:

- 11 1. Assign the student to a setting which will protect other students, employees and the student  
12 himself; or
- 13 2. Exclude the student from school until certification is obtained from a physician or the County  
14 Health Department by either the parent or principal stating that the disease is no longer  
15 communicable.  
16

17 If the principal has reason to believe that the student has a long-term communicable disease, the principal  
18 must require confirmation from a physician or the County Health Department as to the student's  
19 condition. If the student is confirmed to have a long-term communicable disease the principal shall refer  
20 the student for special education services.<sup>3</sup>

21 The principal may request that further examinations be conducted by a physician or County Health  
22 Department and may request periodic re-examinations after the student has been readmitted to the  
23 school.<sup>2</sup>

24 The names of all students excluded from school under this policy will be forwarded to the office of the  
25 Director of Schools.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(c)
2. TCA 49-2-203(b)(2)

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Cross References:

- Special Education 4.202  
Special Programs 4.206

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Pediculosis (Head Lice)</b>	Descriptor Code: <b>6.4031</b>	Issued Date: <b>06/23/22</b>
		Rescinds: <b>6.4031</b>	Issued: <b>06/26/18</b>

1 No student shall be denied an education solely by reason of pediculosis (head lice), and his/her  
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting  
3 the infestation and protect the privacy of the student.<sup>1</sup>

4 It shall be the responsibility of the principal or school nurse to notify the parent(s)/guardian(s) in the  
5 event a student has head lice. A letter shall be sent home with the student to explain the condition,  
6 requirements for readmission, and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has  
8 been treated for head lice. This evidence may include but not be limited to:

- 9 1. Proof of treatment with a pediculicide product (e.g., head lice shampoo); or
- 10 11 2. Satisfactory examination by a school health official.

12 Treatment and prevention procedures shall be developed by the Director of School/Designee in  
13 consultation with the school nurse and distributed to all classroom teachers. These procedures shall  
14 also be distributed to the parent/guardian of any student that has head lice.

15 Any subsequent incidents of head lice for a student during the school year shall require submission of  
16 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

17  
18 A student shall be expected to have met all requirements for treatment and return to school no later  
19 than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be  
20 marked as unexcused absences and referred to the attendance supervisor at the proper time.

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## Legal References

1. TRR/MS 1200-14-01-.24

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Acquired Immune Deficiency Syndrome</b>	Descriptor Code: <b>6.404</b>	Issued Date: <b>01/28/21</b>
		Rescinds: <b>6.404</b>	Issued: <b>08/08/06</b>

## 1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV  
3 infected student from participating in the continuation of his/her education on the basis of HIV infection.  
4 Further, the student shall be subject to the same rules for class assignment, privileges and participation  
5 in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful  
6 school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV  
8 infection, shall not be a condition for school entry or attendance.<sup>1</sup>

## 9 **ATHLETICS**

10 A student who is HIV positive may not be denied the opportunity to participate in school athletic  
11 programs based solely on his/her HIV status. All reasonable accommodations shall be made to allow  
12 students with HIV to participate in school-sponsored physical activities.<sup>1</sup>

## 13 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

14 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that  
15 student will be directed by procedures initiated by the Director of Schools.

16 The Director of Schools shall be responsible for requesting medical records from the parent/guardian and  
17 a statement from the student's physician regarding health status of the student reported to have  
18 HIV/AIDS. In addition, the Director of Schools will gather information regarding the student's  
19 cumulative school record.

## 20 **CONFIDENTIALITY**

21 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other  
22 individual or group without the written consent of the parent/guardian. All medical information and  
23 written documentation of discussions, telephone conversations, proceedings and meetings shall be kept  
24 by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18),  
25 access to this file will be granted only to those persons who have the written consent of the infected  
26 student's parents/guardians.

27 **Under no circumstances shall information identifying a student with AIDS be released to the**  
28 **public.**<sup>2,3</sup>

## 1 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

2 In determining the educational placement of a student known to be infected with HIV, school authorities  
3 shall follow established policies and procedures for students with disabilities. School authorities shall  
4 reassess placement if there is a change in the student's need for accommodations or services.

## 5 HIV PREVENTION EDUCATION/CURRICULUM<sup>1,4</sup>

6 The Director of Schools shall be responsible for developing instructional objectives to address each  
7 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for  
8 teaching AIDS education with these objectives. Students shall further be taught universal precautions  
9 through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV  
10 prevention education program.

11 The state AIDS curriculum and related instructional objectives will be used in grades K-12. Parents and  
12 guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in  
13 accordance with the provisions of the Family Life Curriculum.

14 Students shall have access to voluntary and confidential counseling about matters related to HIV.  
15 Administrators shall maintain a list of counseling and testing resources for student use.

## 16 INFECTION CONTROL

17 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-  
18 based infection control plan in which each school will provide for: 1) well-maintained and easily  
19 accessible materials necessary to follow universal precautions, and 2) designate first responders  
20 responsible for implementing infection control guidelines, including investigating, correcting, and  
21 reporting on instances of exposure. All schools shall further follow the most current Centers for  
22 Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of  
23 Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care  
24 Settings and the OSHA blood borne pathogens standard.<sup>4</sup>

25 The Director of Schools shall develop procedures to implement this policy as well as the State Board of  
26 Education HIV/AIDS Policy for employees and students of Tennessee Public Schools.<sup>4</sup>

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### Legal References

1. TRR/MS 0520-01-03-.08(2)(g)
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. State Board of Education Policy 5.300; 29 CFR 1910.1030(c)(1)(i)

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### Cross References

- Section 504 & ADA Grievance Procedures 1.802  
Special Education 4.202  
Homebound Instruction 4.206  
Promoting Student Welfare 6.400  
Student Records 6.600

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>07/28/22</b>
		Rescinds: <b>6.405</b>	Issued: <b>02/25/21</b>

1 If a student is required to take non-prescription or prescription medication during school hours and the  
2 parent/guardian cannot be at school to administer the medication, only the principal/designee will assist  
3 in administration of the medication if the student is competent to administer medicine with assistance  
4 and in compliance with the following guidelines.<sup>1</sup>

5 The parent/guardian must provide a written medication order on the Medication Authorization Form  
6 from a licensed health care provider with a signed parent consent for use when prescription drugs,  
7 inhalants, over-the-counter drugs, eye drops, creams and ointments are to be administered at school or  
8 during a school field trip. The district reserves the right to clarify and verify medication orders directly  
9 with the health care provider.

10 Written instructions signed by the parent/guardian are required and will include:

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

19 The administrator/designee will:

- 20 1. Inform appropriate school personnel of the medication to be administered;
- 21 2. Keep written instructions from parent/guardian in student's record;
- 22 3. Keep an accurate record of the administration of the medication as reported;
- 23 4. Keep all medication in a locked cabinet except medication retained by a student per physician's  
24 order;
- 25 5. Return unused prescription to the parent/guardian only; and
- 26 6. Ensure that all guidelines developed by the Department of Health and the Department of  
27 Education are followed.

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

30 A copy of this policy shall be made available to a parent/guardian upon receipt of a request for long-  
31 term administration of medication.

1 The medication shall be delivered to the nurse's clinic or front office in person by the parent/guardian  
2 of the student unless the medication must be retained by the student for immediate self- administration.  
3 The parent/guardian must provide a current professionally labeled bottle from a pharmacist for  
4 prescription drugs. Over-the-counter medications (includes lotions, salves, ointments, ibuprofen,  
5 Tylenol) must be unopened with the student's full name written on the bottle or box. All CAM's-  
6 Complimentary and Alternative Medications shall be prescribed by a licensed prescriber on an individual  
7 basis as determined by the child's health status. All medications, including over-the-counter medication  
8 must be supplies by the parents/guardians in original containers.

## 9 **BLOOD GLUCOSE SELF-CHECKS<sup>2</sup>**

10 Upon written request of a parent/guardian, and if included in the student's medical management plan  
11 and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a  
12 blood glucose check or administer insulin using any necessary diabetes monitoring and treatment  
13 supplies, including sharps. The student shall be permitted to perform the testing in any area of the school  
14 or school grounds at any time necessary.

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

17 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
18 Occupational Safety and Health Administration (TOSHA).<sup>3</sup>

## 19 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>4</sup>**

20 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage  
21 their prescribed medication in a manner directed by a licensed healthcare provider without additional  
22 assistance or direction. The Director of Schools shall maintain procedures for the development of an  
23 IHP for every student who wishes to self-administer medications.

## 24 **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>5</sup>**

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

- 27 1. The district shall train school personnel who will be responsible for administering the medication  
28 for the treatment for adrenal insufficiency and any who volunteer to administer the medication.
- 29 2. The district shall maintain a record of all school personnel who have completed this training; and
- 30 3. If a student has an adrenal crisis, a school nurse or other licensed health care professional may  
31 administer the prescribed medication to the student. If a school nurse or other licensed health  
32 care professional is not immediately available, trained school personnel may administer the  
33 prescribed medication.

34 The Director of Schools shall develop procedures on the administration of medications that treat adrenal  
35 insufficiency, including the treatment of an adrenal crisis while on school transportation and during  
36 activities such as field trips, and recordkeeping in accordance with state law.

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Legal References

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

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Cross References

Emergency Allergy Response Plan 6.412  
Promoting Student Welfare 6.400

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Supervision of Students</b>	Descriptor Code: <b>6.408</b>	Issued Date: <b>06/03/04</b>
		Rescinds: <b>6.408</b>	Issued: <b>02/06/97</b>

- 1 Students will be under the supervision of school personnel, either certificated or non-certificated, <sup>1</sup> at all  
2 times, including play periods and lunch periods, as well as during the school day and during  
3 extracurricular activities.
- 4 The principal is responsible for ensuring proper supervision of all children at all times.

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Legal Reference:

1. TCA 49-2-303(6)(10)(A)

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Cross Reference:

Time Schedules and Extra Duty 5.602

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Accidents and Illnesses</b>	Descriptor Code: <b>6.410</b>	Issued Date: <b>01/25/18</b>
		Rescinds: <b>6.410</b>	Issued: <b>12/05/02</b>

1 Parent(s)/guardian(s) of all students shall provide the schools with medical authorization which shall  
2 contain the following information:

- 3 1. Parent/guardians' location and phone number during the school day;
- 4
- 5 2. The name, address and phone number of the student's physician(s);
- 6
- 7 3. Name and phone number of relative or neighbor who may be contacted in the event of an  
8 emergency;
- 9
- 10 4. Directions in the event that medical treatment is needed;
- 11
- 12 5. Information concerning a student's particular physical disability or medical condition. The  
13 authorization will be required annually and will be kept on file in the principal's office.

14 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to  
15 render first-aid or ensure that it is rendered.

16 In the event of serious injury or illness to a student, the parent(s)/guardian(s) will be notified as to  
17 whether to pick up the child at school or meet the child at the hospital. If the parent(s)/guardian(s)  
18 cannot be reached, the student will be transported to the hospital emergency room and the physician  
19 identified by the parent(s) / guardian(s) on the emergency medical authorization form will be notified  
20 of the accident. Efforts to notify the parent(s) /guardian(s) will continue until they are reached. The  
21 student shall be accompanied by a member of the professional staff and remain with the student until  
22 the parent or guardian arrives.

23 Principals will inform the Director of Schools immediately of any serious injuries suffered by students  
24 while under jurisdiction of the school. A report of each accident taking place in a school will be filed in  
25 the offices of both the principal and the Director of Schools. Forms for reporting accidents will be made  
26 available from the office of the Director of Schools. In all accidents serious enough to require medical  
27 attention or requiring the student to be taken home, or in all cases that the staff member in charge  
28 deems desirable, reports will be made and filed as stated above.

29 No student will be taken and left at home or sent home unless a parent/guardian, or someone  
30 designated by the parent(s)/guardian(s), is at home to accept the responsibility of the student.

31 Students with an illness that warrants their dismissal from school will be signed out through the school  
32 nurse and picked up from school by their parent/guardian.

- 1 Students with an illness precluding them from participating in any physical education activity shall
- 2 present a doctor's excuse to the principal or their assigned designee noting same. Administration shall
- 3 ensure that all pertinent school staff is knowledgeable of the restrictions outlined in the doctor's excuse
- 4 and shall ensure compliance with it. No student shall be encouraged nor allowed to participate in any
- 5 physical education, intramural or interscholastic activity prior to the date specified by the doctor.
  
- 6 Parents/guardians who object to the procedures contained in this policy shall submit to the principal a
- 7 written emergency plan for his/her approval.
- 8

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>01/23/20</b>
		Rescinds: <b>6.411</b>	Issued: <b>03/21/19</b>

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious  
2 practices and the impact that such practices have on student academic achievement, health, and well-  
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
4 followed by all schools in the district.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the Centers for Disease Control and Prevention’s Coordinated School  
7 Health approach to managing new and existing wellness related programs and services in schools and  
8 the surrounding community based on State Law and State Board of Education Coordinated School  
9 Health standards and guidelines. The district's Coordinated School Health Coordinator shall be  
10 responsible for overseeing compliance with State Board of Education Coordinated School Health  
11 standards and guidelines in the school district.

## 12 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>**

13 A district school health advisory council shall be established to serve as a resource to school sites for  
14 implementing policies and programs and develop an active working relationship with the county health  
15 council. The council shall consist of individuals representing the school and community, including  
16 parents, students, teachers, school administrators, health professionals, school food service  
17 representatives, and members of the public. The primary responsibilities of the council include but are  
18 not limited to:

- 19 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations  
20 as to physical activity and nutrition policies;
- 21 2. Ensuring all schools within the district create and implement an action plan related to all  
22 School Health Index modules;
- 23 3. Ensuring that the results of the action plan are annually reported to the council; and
- 24 4. Ensuring that school level results include measures of progress on each indicator of the School  
25 Health Index.

26 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
27 as guidance by the council to make recommendations. The board will consider recommendations of the  
28 council in making policy changes or revisions.

29 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents  
30 and administrators.<sup>2</sup> The team will hold Healthy School Team meetings during the school year to  
31 assess needs and oversee planning and implementation of school health efforts. The Director of

1 Schools/designee will ensure compliance with the School Wellness Policy, to include an assessment of  
2 the implementation of the Wellness Policy and the progress made in attaining the policy goals. The  
3 assessment will be made available to the public.

#### 4 **COMMITMENT TO NUTRITION**

5 All schools within the district shall participate in the USDA child nutrition programs, which may  
6 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
7 Summer Food Service Program, and the After School Snack Program.<sup>4,5,</sup>

8 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
9 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
10 encouraged. All food including vending machines, fundraising items, and concessions must meet  
11 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> The  
12 school principal/designee shall be responsible for overseeing the school district's compliance with the  
13 State Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### 14 **DISTRICT GOALS**

15 The district will promote healthy nutrition through various activities, including nutrition related  
16 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
17 dining areas, and informational booths at various community functions. Nutrition Education will be  
18 offered as part of a standards based program designed to provide students with the knowledge and  
19 skills needed to promote and protect their health as outlined in the State Board of Education  
20 Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers  
21 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with  
22 a healthy breakfast.

#### 23 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

24 The Board recognizes that physical activity is extremely important to the overall health of a child.  
25 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
26 of the school program.

27 Physical Education classes shall be offered as part of a standards based program designed to provide  
28 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
29 physical education classes shall comply with the State Board of Education's Physical Education  
30 Standards. In addition to the district's physical education program, non-structured physical activity  
31 periods shall be offered as required by law.<sup>7</sup>

32 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
33 employed as a form of discipline or punishment.

#### 34 **COMMITMENT TO CURRICULUM<sup>3</sup>**

35 All applicable courses of study should be based on State-approved curriculum standards.

1 **SCHOOL HEALTH INDEX<sup>3</sup>**

2 All schools within the district shall annually administer a baseline assessment on each of the three  
3 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
4 Council and reported to the State Department of Education.

5 **RECORD KEEPING COMPLIANCE**

6 The district's Coordinated School Health Coordinator shall ensure that records demonstrating  
7 compliance with community involvement requirements are maintained. The Coordinated School  
8 Health Coordinator shall additionally document that the school wellness policy and triennial  
9 assessments are made available to the public.<sup>8</sup>

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Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Emergency Allergy Response Plan</b>	Descriptor Code: <b>6.412</b>	Issued Date: <b>06/26/08</b>
		Rescinds:	Issued:

1 The Director of Schools shall develop and maintain an Emergency Allergy Response Plan that meets state  
2 guidelines for managing students with life-threatening allergies. The Plan shall include measures to  
3 reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall  
4 include, but are not limited to; education and training of personnel, record keeping/documentation,  
5 development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that  
6 include strategies to reduce exposure to allergens.<sup>1</sup>

7 Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify  
8 all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP)  
9 with an Allergy Action Plan for each specific student.<sup>2</sup>

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Legal References:

1. TCA 49-5-415 (f)(1) and (2)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*, including *Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health) (2007).

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Cross Reference:

Medicines 6.405

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Prevention and Treatment of Sports Related Concussions</b>	Descriptor Code: <b>6.413</b>	Issued Date: <b>01/23/14</b>
		Rescinds:	Issued:

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure  
2 the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and  
3 parents are educated about the nature and treatment of sports related concussions. The Board recognizes that  
4 concussions can be a serious health issue and should be treated as such.

5 The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee  
6 Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) /  
7 guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials  
8 may be viewed on the Department of Health's website and shall be made available to interested parties through  
9 the Central Office.

10 This policy shall govern all activities and those individuals involved in those activities which constitute an  
11 organized athletic game or competition against another team or in practice or preparation for an organized game  
12 or competition. It does not govern those activities or individuals involved in those activities which are entered  
13 into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

## 14 **REQUIRED TRAINING <sup>1</sup>**

15 The Director of Schools shall ensure that each school's athletic director and coaches, employed or volunteer,  
16 annually complete the *Concussion in Sports – What You Need to Know* online course. This course may be accessed  
17 online at [www.nfhslearn.com](http://www.nfhslearn.com).

18 Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion  
19 and head injury information sheet approved by the Tennessee Department of Health: the Director of Schools,  
20 licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or  
21 volunteer.

22 In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) /  
23 guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department  
24 of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is  
25 eighteen (18) years of age or older; or by the student athlete's parent (s)/guardian (s), for athletes younger than  
26 eighteen (18) years of age.

27 All documentation of the completion of a concussion recognition and head injury safety education course program  
28 and signed concussion and head injury information sheets shall be maintained by the Director of Schools or his/her  
29 designee for a period of three (3) years.

## 30 **REMOVAL FROM ATHLETICS <sup>1</sup>**

31 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic  
32 activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if  
33 available, and if not, by the coach or other designated individuals.

- 1 No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected  
2 concussion shall be allowed to return to any supervised team activities involving physical exertion, including  
3 games, competitions, or practices, until the student athlete has been evaluated by and received written clearance  
4 on forms approved by the Department of Health from a licensed health care provider for a full or graduated return.  
5 "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), or a  
6 clinical neuropsychologist with concussion training.
- 7 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is  
8 a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors observed.
- 9 The Director of Schools or his/her designee shall ensure that all protocols approved by the Tennessee Department  
10 of Health or required by law relative to the provisions of this policy are followed and implemented within each  
11 school.

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Legal Reference:

1. TCA 68-55-502

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Prevention and Treatment of Sudden Cardiac Arrest</h2>	Descriptor Code: <b>6.414</b>	Issued Date: <b>12/17/15</b>
		Rescinds:	Issued:

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,  
 2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of  
 3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and  
 4 parents/guardians are educated about the nature and treatment of sudden cardiac arrest. The Board  
 5 recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the  
 7 Tennessee Department of Health to inform and educate coaches, school administrators, student  
 8 athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These  
 9 guidelines and materials may be viewed on the Department of Health's website and shall be made  
 10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute  
 12 an organized athletic game or competition against another team or in practice or preparation for an  
 13 organized game or competition. It does not govern those activities or individuals involved in those  
 14 activities which are entered into for instructional purposes only or those that are incidental to a  
 15 nonathletic program or lesson.

16 **REQUIRED TRAINING<sup>1</sup>**

17 The Director of Schools shall ensure that each school’s athletic director and coaches, employed or  
 18 volunteer, annually complete the *National Federal of State High School Associations Elective*  
 19 *Course – Sudden Cardiac Arrest* online course. This course may be accessed online at  
 20 [www.nfhslern.com](http://www.nfhslern.com).

21 Prior to the annual initiation of practice or competition, the following persons must review and sign a  
 22 sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school  
 23 athletic director, licensed healthcare professionals (if appointed), and each coach, employed or  
 24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their  
 26 parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the  
 27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the  
 28 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /  
 29 guardian(s), for athletes younger than eighteen (18) years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program and signed  
2 sudden cardiac arrest information sheets shall be maintained by the Director of Schools or his/her  
3 designee for a period of three (3) years.

#### 4 **Removal from Athletics<sup>1</sup>**

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest  
6 during or after an athletic activity or competition shall be immediately removed for evaluation by a  
7 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.  
8 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained  
9 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

10 Student athletes who have been removed from an athletic activity or competition shall not return to any  
11 supervised team activities involving physical exertion, including games, competitions, or practices,  
12 until the student athlete has been evaluated by and received written clearance on forms approved by the  
13 Department of Health from a licensed health care provider for a full or graduated return.

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#### Legal References

1. Public Acts of 2015, Chapter No. 325

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#### Cross References

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Special Education Students</b>	Descriptor Code: <b>6.500</b>	Issued Date: <b>02/25/21</b>
		Rescinds: <b>6.500</b>	Issued: <b>02/06/97</b>

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

6 Eligibility standards and options of service for special education services will be based upon the criteria  
7 specified in state regulations.<sup>2</sup>

8  
9 Students receiving special education services shall not be restrained except as permitted by state law and  
10 regulations.<sup>3,4</sup> The Director of Schools shall develop administrative procedures to govern the following:  
11

- 12 1. Personnel authorized to use isolation and restraint;
- 13 2. Training requirements for personnel working with special education students; and
- 14 3. Incident reporting procedures.<sup>4</sup>

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#### Legal References

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

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#### Cross References

Special Education 4.202  
Compulsory Attendance Ages 6.201  
Alternative Education 6.319

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Foreign Exchange Students</b>	Descriptor Code: <b>6.502</b>	Issued Date: <b>08/27/09</b>
		Rescinds:	Issued:

1 Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she  
2 is participating through any agency endorsed by the Council on Standards for International Educational  
3 Travel and is sponsored by an individual or organization and has a J-1 visa.<sup>1</sup> Before approval by the  
4 Board, the exchange program representative must make written application on behalf of the student in  
5 the local school serving the host family. No foreign exchange student shall be brought into the United  
6 States by the sponsor unless he/she has been accepted **in writing** as a student by the Director of  
7 Schools/designee of the school in which he/she is to be enrolled. The school may accept the student after  
8 determining the following:

- 9 1. The student will have a sufficient command of the English language to enable them  
10 to participate in the general curriculum;
- 11 2. Appropriate curriculum offerings can be provided for the student; and
- 12 3. An overcrowded situation will not be further aggravated.

15 Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student  
16 visa, the following documentation:

- 17 1. Citizenship;
- 18 2. Birthdate;
- 19 3. Health/immigration records;
- 20 4. Custody (including phone number, name and address of person responsible for the student);  
21 and
- 22 5. School records, including a transcript of academics (in English).

27 Admission requirements and all other considerations and expectations shall be the same for foreign  
28 students as for United States students. Students will be accepted only in grades 9-12. No more than five  
29 foreign students shall be placed in one school.

30 Students must have had acceptable academic achievement in their native countries and must have been  
31 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange  
32 students must have an adequate command of the English language and be able to function without special

- 1 assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade  
2 level.
- 3 Each school shall name a faculty member as a student representative to serve as a liaison between the  
4 school and exchange program agency and as an advisor to exchange students.
- 5 The sponsoring individual/organization shall provide evidence to the school that the student will receive  
6 adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to  
7 pay expenses incurred by exchange students.
- 8 Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district  
9 has temporary guardianship and the student lives in the home of that guardian. Exchange students on an  
10 F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited  
11 to secondary schools and attendance may not exceed twelve (12) months.<sup>2</sup>

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Legal Reference:

1. 22 CFR § 62.25
2. Immigration and Nationality Act § 214(3)(m)(1)

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Cross Reference:

School Admissions 6.203

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <div style="text-align: center;"><b>Cumberland County Students Desiring to be Foreign Exchange Students</b></div>	Descriptor Code: <div style="text-align: center;"><b>6.5021</b></div>	Issued Date: <div style="text-align: center;"><b>11/14/13</b></div>
		Rescinds:	Issued:

- 1    The Cumberland County Board of Education recognizes the value in a foreign exchange experience for
- 2    our students. In order for a Cumberland County student to be excused as a foreign exchange student, the
- 3    student must complete and submit a written plan to the student's high school and the Board of Education
- 4    detailing how the student will obtain the necessary credits to graduate with emphasis to graduate with
- 5    his/her cohort group.
  
- 6    Upon receipt of the student's written graduation plan, the Board of Education will approve or deny the
- 7    student to be excused as a foreign exchange student.
  
- 8    At the completion of the foreign exchange experience, the student shall return a copy of his/her transcript
- 9    reflecting the courses taken and grades received from the school(s) attended during this foreign exchange
- 10   experience.

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Clubs and Organizations</b>	Descriptor Code: <b>6.702</b>	Issued Date: <b>10/03/02</b>
		Rescinds: <b>6.702</b>	Issued: <b>02/06/97</b>

1 Student organizations are an extension of the academic curriculum and are intended to complement the  
2 basic instructional program.

3 The principal, in cooperation with the faculty and student body representatives, shall approve all clubs  
4 and organizations within the school.

5 One or more staff members will serve as sponsors of each activity and will attend all meetings. Each  
6 sponsor will evaluate the activity and make recommendations concerning changes, continuance, or  
7 deletion from the school's activity program.

8 An approved copy of the aims, objectives, and constitution for each organization will be kept on file in  
9 the principal's office.

10 The Director of Schools shall approve all requirements imposed by clubs which have restricted  
11 membership.

## 12 **HAZING**

13 The nature of any initiation shall be outlined and presented in writing to the club sponsor and the  
14 principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with  
15 others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of  
16 activities planned and previously approved will be suspended until reinstated by the principal. A student  
17 found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension  
18 and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>1</sup>

19 Sororities, fraternities, and all secret organizations are prohibited.

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Legal Reference:

1. TCA 49-2-120; TCA 49-6-3401

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>09/22/22</b>
		Rescinds: <b>1.102</b>	Issued: <b>05/26/22</b>

1 The legal status of board members shall be as follows:

2 **NUMBER**<sup>1</sup>

3 The Board is composed of nine (9) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents elected from districts of substantially equal population, and shall be  
6 citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>2 1</sup>

7 To qualify as a candidate, an individual must show proof of:

8

9 1. Graduation from high school or receipt of a ~~G.E.D. or HiSET~~<sup>3</sup> **high school equivalency credential approved  
by the State Board of Education;**<sup>2</sup> and

10 2. ~~and be a~~ **Being a** qualified voter and resident in the county for one (1) year prior to the qualifying deadline  
for running as a candidate.<sup>4 1</sup>

11 No member of the county legislative body nor any other county governmental official shall be eligible for  
election as a member of the county Board of Education.<sup>5</sup>

13

**TERMS OF OFFICE**<sup>+</sup>

14

Members of the Board shall serve four (4) year terms.<sup>1</sup>

15

16 **VACANCIES**

17 Vacancies shall be declared to exist on account of death, resignation, voluntary permanent change of  
18 residence from the district, which elected him/her, removal or through due process proceedings.<sup>6 4</sup>

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local  
legislative body.<sup>7 5</sup> Such appointment shall continue until the next regular election.

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Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1) **Public Acts of 2023, Chapter No 114**
3. TCA 49-2-202(a)(4)
4. **Public Acts of 2022, Chapter No. 809 5. ~~TCA 49-2-~~**  
**~~202(a)(2); TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn.~~**  
**Att'y Gen. Op. No. 21-14 (September 1, 2021)**
5. **TCA 49-2-202 (e) (1)**
6. ~~TCA 8-47-101; TCA 49-1-611; TCA 49-2-~~  
~~202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1,~~  
~~2021)~~
7. ~~TCA 49-2-202(e)(1)~~



29 — It shall not be considered a violation of this policy for a Board member or employee to receive  
30 — entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that  
31 — are provided in connection with a conference sponsored by an established or recognized statewide  
32 — association of school Board officials or by an umbrella or affiliate organization of such statewide  
33 — association of school Board officials.

## Section 5. ETHICS COMPLAINTS

1 The Board may create a School District Ethics Committee (the “Ethics Committee”)  
2 consisting of three (3) members who will be appointed to one-year terms by the Chairman of the Board  
3 of Education with confirmation by the Board . At least two (2) members of the committee shall be  
4 members of the Board. The Ethics Committee shall convene as soon as practicable after its  
5 appointment and elect a Chair and a Secretary. The records of the Ethics Committee shall be  
6 maintained by the Secretary and shall be filed in the Director of Schools’ office, where they shall be  
7 open to public inspection.

8 Questions and complaints regarding violations of this Code of Ethics governing ethical conduct should  
9 shall be directed to the Chair of the Ethics Committee. Complaints shall be in writing and signed by the  
10 person making the complaint, and shall include details as to the facts surrounding the complaint.

11 The Ethics Committee may investigate, an ethical complaint received against a Board member or  
12 employee and make recommendations for to cease any activity that, in the Ethics Committee’s  
13 judgment, constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the  
14 subject of a complaint, such member shall recuse himself/herself from all proceedings involving such  
15 complaint.

16 The Ethics Committee may:

17 (1) Refer the matter to the Board Attorney

19  
20 (2) In the case of a Board member, refer the matter to the school Board of Education for possible  
21 public censure if warranted;

22  
23 (3) In the case of an employee, refer the matter to the Director of Schools/designee for possible  
24 disciplinary action, if warranted; or

25  
26 (4) In a case involving possible violation of state statutes, refer the matter to the District Attorney for  
27 possible ouster or criminal prosecution.

28 — The interpretation that a reasonable person in the circumstances would apply shall be used in  
29 — interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also  
30 — constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with  
31 — as a violation of the personnel or civil service provisions rather than as a violation of this Code of  
32 — Ethics.

**33 — Section 6. Definitions:**

34 — (1) “School district” means Cumberland County School District, which was duly created by a public  
35 — or private act of the General Assembly; and which includes all boards, committees, commissions,  
36 — authorities, corporations, or other instrumentalities appointed or created by the school district of an  
37 — official of the school district.

38

38 — (2) Board members and employees” means and includes any Board member, whether elected or  
appointed, officer, employee or servant, or any member of any Board, agency, commission,  
39 — authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of  
40 — the school district.

4

5 — (3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance  
6 — with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the  
7 — Board member or employee’s spouse or child living in the same household, in the matter to be voted  
8 — upon, regulated, supervised, or otherwise acted upon in an official capacity.

**POINT OF CONTACT<sup>2</sup>**

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

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Legal References

- 1. TCA 8-17-103
- 2. Public Acts of 2023, Chapter No. 37

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Cross References

- Board Member Conflict of Interest 1.107
- Duties of Board Members 1.202

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>07/27/17</b>
		Rescinds: <b>1.400</b>	Issued: <b>05/23/13</b>

- 1 The Board will transact all business at official meetings, which may be either regular or special.
- 2 All Cumberland County Board of Education meetings, including regular monthly meetings, special  
3 called meetings and work sessions, will begin with a moment of silence and the pledge of allegiance to  
4 our country's flag.
- 5 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows  
6 closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested  
7 citizens.<sup>2</sup>

- 8 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic  
9 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
10 of efficient and orderly public meetings.<sup>3</sup>

## 11 REGULAR MEETINGS

- 12 Regular meetings of the Board shall be held on the fourth Thursday of the month at 6:00 p.m. in the  
13 Central Office Complex or at a place pre-determined by the Board. The meeting date may be adjusted  
14 by the Board in order to accommodate board member scheduling conflicts or for other reasons

- 15 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
16 by the Chair.

## 17 SPECIAL MEETINGS

- 18 The Board shall hold as many special meetings as necessary to transact the business of the Board. Such  
19 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
20 require it or when requested to do so by a majority of the Board.<sup>4</sup>

- 21 Only business related to the call of the meeting and details related to agenda items shall be discussed or  
22 transacted by the Board at a special meeting.

## 23 ELECTRONIC ATTENDANCE<sup>5</sup>

- 24 ~~Absent board members may attend a regular or special meeting by electronic means if the member is~~  
25 ~~absent because of work, a family emergency, or the member's military service. If a board member is~~  
26 ~~absent due to military service, he/she may participate electronically as often as he/she is able to do so.~~  
27 ~~However, a board member may not participate electronically more than two (2) times per year for~~  
28 ~~absences due to work and/or family emergencies.~~

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons. The following requirements apply to all electronic attendance, regardless of the reason for the absence:

#### 1 ~~General Requirements~~

- 2 1. A quorum of the Board must be physically present at the meeting in order for any member to  
3 attend electronically.
- 4 2. Any member wishing to participate electronically must do so using technology which allows  
5 the Chair to visually identify the member.
- 6 3. The responsibility for the connection lies with the member wishing to participate electronically.  
7 No more than three (3) attempts to connect shall be made, unless the Board chooses to make  
8 additional attempts.

#### 9 *Work Related Absence*

10

A board member may attend a meeting by electronic means if out of the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. The board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the board member's intention to participate electronically.

11 ~~The following requirements apply to electronic attendance due to a work related absence:~~

12 ~~1. The board member must be absent due to work.~~

13 ~~2. The member wishing to participate must give the chair and director at least five (5) days' notice~~  
14 ~~prior to the meeting of the member's desire to participate electronically.~~

#### *Sickness or Period of Convalescence*

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

#### *Inclement Weather or Natural Disaster*

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

#### 15 *Family Emergency*

16 ~~The following requirement applies to electronic attendance due to a family emergency:~~

- 17 The board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person. The absence shall be ~~must be absent~~ due to the hospitalization of the board member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-

in-law, mother-in-law, brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times per year for this reason.

### *Military Service*

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

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#### Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR 36.202
3. OP Tenn. Atty. Gen. 95-126 (Dec 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c) Public Acts of 2023, Chapter No. 350

#### Cross References

School Board Legal Status and Authority 1.100  
Board Committees 1.300.  
Notification of Meetings 1.402  
Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures  
1.802

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date: <b>02/06/97</b>
		Rescinds: <b>1.602</b>	Issued:

1 Adequate notice of Board meetings<sup>1</sup> shall be given. The notice shall also be sent to the president of the  
2 local education association, to the county commission,<sup>2</sup> and to the local news media for periodic  
3 announcement.

4 In the case of special board meetings, notice shall be provided as in the case of regular meetings, at least  
5 twenty-four (24) hours prior to the meeting.

6 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally  
7 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice  
8 shall be given to all appropriate parties as is practical.

9 ~~All notices of special board meetings shall state the time, place and purpose of the meeting.~~

Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary hearings, shall include information on how community members can participate in the public comment portion of the board meeting.<sup>3</sup>

#### Legal References:

1. TCA 8-44-103
2. TCA 49-2-202 (c) (1)
3. **Public Acts of 2023, Chapter No. 300**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>12/03/20</b>
		Rescinds: <b>1.404</b>	Issued: <b>02/07/08</b>

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
4 or concerns which have not advanced through the proper administrative procedure from the point of  
5 origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the  
7 Board, the matter shall be referred in writing to the office of the Director and the Board shall determine  
8 whether to hear the appeal.

## 9 APPEARING BEFORE THE BOARD - With notice to the board

10 Individuals desiring to appear before the Board must submit a written request with descriptive materials  
11 to the office of the director eight (8) working days before the meeting. If the request is approved by the  
12 Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be  
13 recognized at the beginning of the meeting and given time to speak when their topic of interest is  
14 addressed on the agenda. All requests submitted will be included in the board packet.

15 The chairman may recognize individuals on the agenda for remarks to the Board if he/she determines  
16 that such is in the public interest. A majority vote of members present can overrule the decision of the  
17 chairman.

## APPEARING BEFORE THE BOARD - Without notice to the board

18 If an individual wishes to address the Board, he/she may sign up on the form provided before the  
19 beginning of the board meeting to request time to speak. Delegations must select only one individual to  
20 speak on their behalf unless otherwise determined by the Board.

21 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to  
22 individual board members or staff members only upon approval of the chairman. Each person speaking  
23 shall state his name, address, and subject of presentation. Remarks will be limited to three (3) minutes  
24 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of  
25 any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

26 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
27 the office of the Director of Schools.

### *Public Comment Period<sup>2</sup>*

There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The total public comment period shall be for no more than [insert amount of time]. If an individual wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Each speaker shall be given no more than 3 minutes. Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

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#### Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

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#### Cross References

School Board Meetings 1.400  
Public Hearings 1.401  
Agendas 1.403.  
Discrimination/Harassment of Employees 5.500  
Complaints and Grievances 5.501  
Complaints About School Personnel 5.502  
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
Student Concerns 6.305

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Planning and Training</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>3.202</b>	Issued: <b>09/26/19</b>

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board  
2 approval of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb  
3 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
4 medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills, which, shall  
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. ~~These procedures shall be in written form and distributed to all staff,~~  
8 ~~students, and parents. However, the procedures/plans shall not be open to the public for inspection. In~~  
9 ~~addition, any meetings involving school safety plans are not subject to the open meeting laws.~~

## 10 FIRE AND SAFETY DRILLS

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school  
12 days, with two (2) fire drills occurring during the first thirty (30) **full days of the school year. one of**  
~~which must occur within the first 15 full days of the school year.~~<sup>2</sup> Additionally, he/she shall ensure that  
four (4) fire safety educational announcements are conducted throughout the year.<sup>2</sup>

13 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
14 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
15 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
16 each school's office.<sup>3</sup>

17 The principal shall regularly check the quantity, locations and conditions of fire extinguishers and shall  
18 give all school personnel instructions on how to properly use fire extinguishers.

## 19 ~~ARMED INTRUDER DRILLS~~ **ANNUAL DRILLS** <sup>4</sup>

20 ~~The Director of Schools or his/her designee shall ensure that each school safety team conducts at least~~  
21 ~~one (1) armed intruder drill annually within the first 30 days in coordination with local law~~  
22 ~~enforcement.~~<sup>4</sup>

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

1. An armed intruder drill in coordination with local law enforcement;
  2. An incident command drill; and
  3. An emergency safety bus drill.
-

23 **AED DRILLS<sup>5</sup>**

24 All schools with an Automated External Defibrillator (AED) shall conduct a Cardiopulmonary  
25 Resuscitation (CPR) and AED drill to ensure students are aware of the steps that must be taken in the  
26 event of a medical emergency. The principal shall ~~be responsible for ensuring~~ ensure the drill occurs.<sup>5</sup>

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

1 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

2 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
3 and consult with the local and state health departments and other local emergency or healthcare  
4 providers in protecting students and the community from further infection. The Director of Schools  
5 shall develop procedures for health emergencies in accordance with state law and regulations.

~~6~~ **RECORD OF DRILLS**

~~7~~ A record of all fire or safety drills, including the time and date shall be kept in each school's office.

8 **REMOTE LEARNING DRILLS<sup>7</sup>**

9 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
10 reflect how students will transition to remote learning in the event of a disruption to school operations.  
11 Students shall not be asked or required to transition to remote learning at any time during the drill.

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Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807 **Public Acts of 2023, Chapter No. 367**
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. ~~Public Acts of 2022, Chapter No. 936~~ **TCA 49-2-139**

Cross References

- Emergency Closings 1.8011
- Safety 3.201
- Community Use of School Facilities 3.206

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>07/22/21</b>

## 1 **General<sup>1</sup>**

2 The Director of Schools shall establish procedures to protect school property, which shall include, but  
3 not limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other  
7 school facilities or equipment without appropriate faculty supervision;
- 8
- 9 3. Controlling the issuance of building keys, master keys, security codes; and
- 10
- 11 4. Developing programs which contribute to the proper care and use of school facilities and  
12 equipment.
- 13
- 14 5. Ensuring that equipment purchased with federal funds as directed by federal **and state** law.<sup>2</sup>

15 **All exterior doors leading into a school building shall be locked at all times and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.**<sup>3</sup>

16 The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.  
17 The principal shall notify the Director of Schools as soon as practical, but no longer than twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.  
18 The Director of Schools/designee is authorized to sign a criminal complaint and to press charges. The  
19 Director of Schools shall report all signing of such complaints to the Board.

## 20 **AFTER SCHOOL HOURS**

**If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school district employee shall be stationed by the door to ensure access is limited to authorized persons.**<sup>3</sup>

## 21 **LAW ENFORCEMENT SERVICES<sup>1</sup>**

21  
22 The Board may enter into collaborative partnerships with appropriate law enforcement  
23 agencies. Partnerships may include, but not limited to, education and recreational programs,  
24 delinquency prevention and mentoring initiatives.

25 The Board may enter into a memorandum of understanding (MOU) with a chief of a law enforcement agency to provide school policing. Any memorandum of understanding (MOU) shall address, at a minimum, the following issues:

- 26 1. Any School Resource Officer (SRO) assigned under the MOU must be in compliance with all laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
- 1 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training  
2 in school policing within twelve (12) months of assignment. Every year thereafter the SRO  
3 shall participate in a minimum of sixteen (16) hours of training specific to school policing. All  
4 training programs shall be approved by the Peace Officers Standards and Training  
5 Commission.<sup>3,4</sup>
- 6 3. Any SRO assigned under the MOU remains an employee of the law enforcement  
7 agency, subject to that agency's direction, control, supervision, and discipline.
- 8 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent  
9 of the Director of Schools.
- 10 5. In the event that more than one SRO is assigned to a school district, the law enforcement  
11 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO,  
12 however designated, shall include, but not be limited to, the following:
  - 13 a. To represent and carry out the policies of the law enforcement agency assigning the  
14 SROs.
  - 15 b. To supervise the SROs in the performance of their duties;
  - 16 c. To consult with the Director regarding the best use of the available resources for  
17 school policing; and
  - 18 d. To resolve disputes between the SROs and students or faculty members.
- 19 6. The MOU may be effective for any length of time, including continuing until  
20 terminated by the parties, and may contain any reasonable notice requirement for the  
21 termination of the MOU. However, the MOU shall contain a provision  
22 allowing the Director of Schools to suspend the active participation of any SROs in the event  
23 that the Director of Schools determines that the health, safety or well-being of the students or  
24 faculty members require the immediate suspension.

## 25 **CYBERSECURITY<sup>4,5</sup>**

26 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
27 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
28 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. **Public Acts of 2023, Chapter No. 367**
4. TCA 49-6-4217
5. **TCA 49-6-805(9)**

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Cross References

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.204</b>	Issued: <b>07/22/21</b>

## 1 **General**

2 The following programs will be made available to students:<sup>1,2</sup>

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

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

## 14 **SUMMER PROGRAMMING<sup>2</sup>**

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

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

## 1 ATTENDANCE REQUIREMENTS<sup>2</sup>

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

## 10 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

11 Students who are required to attend summer programming in order to be promoted to fourth grade shall  
12 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the  
13 twenty (20) days required for summer school attendance. If more days are missed, students may make  
14 up a total of [insert number of days] within [insert district timeframe]. Missed days will be  
15 documented, and options for make up days will be provided by the [insert option the district uses –  
16 Director of Schools, summer programming committee, etc.].

17 Parents shall be provided information on the summer program attendance policy by [insert method  
18 district uses].

19  
20 The Director of Schools/designee shall develop administrative procedures regarding the documentation  
21 of student attendance including make up days and the administration of the post-test for students who  
22 participate in summer programming.

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Legal References

1. TRR/MS 0520-01-03-.03(9) **Public Acts of 2023, Chapter No. 144**
2. **Public Acts of 2021, Special Legislative Session, Chapter No. 1 TCA 49-6-1504**
3. TCA 49-6-3003
4. **State Board of Education Policy 3.300**

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Cross References

Extended Contracts 5.112

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>4.300</b>	Issued: <b>09/22/22</b>

1 The following guidelines shall be followed in administering the student activities program:

2 1. The Board shall initially approve each specific extracurricular activity so that proper support  
3 and supervision may be assured.

4 2. Each student activity shall be under the guidance and direction of a staff member

5 3. The principal, after obtaining the recommendation of the faculty and the Director of Schools,  
6 shall determine which clubs and organizations will be permitted. All extracurricular activities at  
7 the school level shall have the approval of the principal.

8 3.4 Each student activity must be under the guidance and direction of a Cumberland County  
9 school employee, who must be present at all times, to include on-board student  
10 transportation. Level III approved volunteers do not have to have a school employee present.

11 Student activities occurring before or after regularly scheduled school hours must be under the  
12 supervision of the principal/designee.

13 5. All student activities must have the approval of the principal.

14 6. Student activities occurring before or after regularly scheduled school hours must be under  
15 the supervision of the principal or his/her designee.

16 7. Secret organizations shall not be operated in any school.

17 8. A student shall not be required to attend a school-sponsored student activity that is scheduled  
18 at a time, which conflicts with his religious practices.<sup>1</sup>

19 9. School-sponsored student Extracurricular activities during vacation periods shall be restricted to  
20 regularly scheduled athletic programs and major events, which cannot be scheduled otherwise.

21 10. Student groups shall not participate in state or national activities, which are not listed as,  
22 approved activities by regional accrediting associations or state and national principals'  
23 associations without the approval of the Director of Schools.

24 11. A student on in-school or out-of-school suspension shall not be permitted to participate in  
25 school-sponsored activities.

26 12. Activities, which restrict participation because of race, color, religion, sex, disabilities, or  
27 national origin, are forbidden.<sup>2</sup>

28 13. Activities sponsored by outside groups or agents will be approved only if they are co-  
29 sponsored by the school.

1 14. Students must have attended school at least one half day to participate in extracurricular  
2 activities on any given day.

### STUDENT CLUBS & ORGANIZATIONS<sup>3</sup>

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Director of Schools shall develop administrative procedures outlining this recordkeeping process.

#### Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

#### Cross References

Special Use of School Vehicles 3.402  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Attendance 6.200  
Administrative Procedures Volunteer  
Selection and Screening 4.501

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>4.403</b>	Issued: <b>01/25/18</b>

## 1 **General**

2 The Director of Schools/Designee shall be responsible for library collection development. Library  
3 materials shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere  
4 to the following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;  
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
8 them. The determining factor will be based on an assessment of any mature themes or content  
9 (i.e., violence, sexual content, vulgar language, substance abuse);  
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and  
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

## 14 **COMPLAINTS**

15 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 16 1. Inform the complainant of the selection procedures and make no commitments.  
17
- 18 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.  
19
- 20 3. Inform the principal (and other appropriate personnel).  
21
- 22 4. Keep challenged materials available for use during the reconsideration process.  
23
- 24 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.  
25
- 26 6. The principal ~~shall~~ **may** request review of the challenged materials by an ad hoc materials review  
27 committee within ten (10) days. The review committee is appointed by the principal and  
28 includes certified library media personnel, representatives from classroom teachers, one or  
29 more parents, and may include one or more students. The principal will inform the Director of  
30 Schools of the review committee's progress.  
31
- 32 7. The review committee shall take the following steps after receiving the challenged materials:  
33

- 1 a. Read, view, or listen to the contested material in its entirety;
- 2 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 3 c. Determine the extent to which the material is appropriate for the age and maturity levels
- 4 of the students who have access to the materials and whether the material is suitable for,
- 5 and consistent with, the educational mission of the school;
- 6 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
- 7 the material for its strength and value; and
- 8 e. Present a recommendation to the Director of Schools and the Board.
- 9
- 10 8. The Board shall review the recommendation presented by the review committee and make the
- 11 determination whether the material is appropriate for the age and maturity levels of the students
- 12 who have access to the materials and whether the material is suitable for, and consistent with,
- 13 the educational mission of the school.
- 14
- 15 9. If it is determined that the material is not appropriate for the age and maturity levels of the
- 16 students who have access to them or is not suitable for, and consistent with, the educational
- 17 mission of the school, the Board shall require the school to remove the material from the library
- 18 collection.

### **Tier Two**

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

### **Tier Three**

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); ~~Public Acts of 2022, Chapter No. 744~~
2. **Public Acts of 2023, Chapter No. 472**

Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>5.106</b>	Issued: <b>01/24/19</b>

## 1 APPLICATION

2 An individual desiring a position with the Cumberland County School District shall make application  
3 to the Director of Schools on forms approved by the Board. **To ensure the safety and welfare of students  
and staff, the district shall require criminal history background checks and fingerprinting of applicants  
for teaching positions and any other positions that require proximity to children<sup>1</sup>. ~~The district shall  
require criminal history background checks, fingerprinting, physical, and 10-panel drug screen of all  
applicants during a post offer phase of employment.~~** If applying for a teaching position, the Director of  
Schools shall also check the applicant's license status in the State Board of Education's database to  
determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.<sup>2</sup>

4 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
5 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
6 prosecution.<sup>3</sup>

7 Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
8 applicant. The Board ~~may~~ **shall** reimburse the applicant if a position is offered and accepted.<sup>4</sup>

### 9 *Professional Employees*

10 The application must include a transcript of credits earned at the colleges or universities attended along  
11 with reference information from persons such as previous employers, college professors, and  
12 supervisors of student teachers. Other information shall include whether such applicant has been  
13 dismissed for cause from a school district.<sup>5</sup> If previously employed by a local board of education, the  
14 applicant shall provide evidence of acceptable resignation.

15 No person shall be employed who:

16 1. Does not hold a valid license to teach or a temporary permit to teach from the State Board of  
17 Education;<sup>6</sup>

18 2. Has been identified by the Department of Children's Services **or on a similar registry in another  
jurisdiction** as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect,  
or who poses an immediate threat to the health, safety or welfare of children.<sup>7</sup>

19 3. Is listed on the state's abuse of vulnerable persons registry maintained by the Department of  
20 Health **or on a similar registry in another jurisdiction.**<sup>7</sup>

21 4. Does not present a physician's certificate showing a satisfactory health record or who has any  
22 contagious or communicable disease in such form that might endanger the health of school  
23 children;<sup>8</sup>

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- 1 5. Refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee  
2 and of the United States of America;<sup>9</sup>
- 3 6. Fails to make a full disclosure of any prior criminal record and any prior dismissals from  
4 employment for cause;
- 5 7. Does not receive a satisfactory background check. <sup>10</sup>

6 *Support Employees*

7 No person shall be employed who:

- 8 1. Has any contagious or communicable disease in such form that might endanger the health of the  
9 children;<sup>8</sup>
- 10 2. Has been identified by the Department of Children’s Services as a perpetrator of child abuse,  
11 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the  
12 health, safety or welfare of children.<sup>7</sup>
- 13 3. Is listed on the state’s abuse of vulnerable persons registry maintained by the Department of  
14 Health.<sup>7</sup>
- 15 4. Has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
- 16 5. Fails to make a full disclosure of any prior criminal record and any prior dismissals from  
17 employment for cause; or
- 18 6. Does not receive a satisfactory background check.<sup>10</sup>

19 **EMPLOYMENT**

20 After checking references and receiving written recommendations, the Director of Schools ~~may~~ shall hire  
21 and assign qualified applicants.

22 *Initial Employment for Professional Employees*

23 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and  
24 conditions of employment. Upon receipt of employment notification, such person shall respond within  
25 the timeline established by state law.<sup>12</sup> From the date of the written acceptance, such person is  
26 considered to be under employment with the district and is subject to all rights, privileges and duties.

27 ~~*School Bus Drivers Additional Requirements<sup>13</sup>*~~

28 ~~All new school bus drivers must meet the following requirements:~~

- 29 ~~1. Be at least 25 years old;~~
- 30 ~~2. Possess at least five consecutive years of “unrestricted” driving experience; and~~
- 31 ~~3. Possess “good character, competency and fitness.”~~

32  
33 ~~The new law applies only to persons who receive an “initial school bus endorsement” after January 1,~~  
34 ~~2018. It does not apply to persons who already possess a school bus endorsement on January 1, 2018.~~  
35 ~~Also, it does not apply to persons who renew or reinstate a license issued prior to January 1, 2018, that~~  
36 ~~included a school bus endorsement.~~

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Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy  
5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106 Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e) Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)
13. TCA 55-50-302

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Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts  
5.110
- Background Investigations 5.118
- Recommendations and File Transfers  
5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools  
5.802

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>5.119</b>	Issued: <b>08/25/22</b>

## 1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law.

## 4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers  
7 may substitute teach for additional days<sup>1</sup> if the Director of Schools certifies in writing to the Division of  
8 Retirement that no other qualified personnel are available to substitute teach.

## 9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
11 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
12 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>2</sup>

13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
14 individuals are available to fill the position;

15  
16 2. The Commissioner of Education shall certify that the employing school district serves an area  
17 that lacks qualified teachers to serve in the position to be filled;

18  
19 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;

20  
21 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
22 receive medical insurance coverage; and

23  
24 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
25 Board for teachers with no experience filling similar positions or more than eighty-five percent  
26 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
27 years of experience filling similar positions.

## 1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
4 following conditions:

5 1. The retired member has been retired for at least sixty (60) calendar days;

6

7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;

9

10 3. ~~The retired member's employment can't be longer than a one (1) year period; however, the~~  
11 ~~retired member can be reemployed for additional one (1) year periods;~~

12

13 3. The retired member is not drawing disability retirement benefits; and

14

15 4. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment. ~~and certify in writing that~~  
17 ~~the retired member has the required experience and training for the position and that no other qualified~~  
18 ~~persons are available to fill the position.~~

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
22 percent (5%) of the retired member's pay rate.

23

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### Legal References

1. TCA 8-36-805; Public Acts of 2023,  
Chapter No. 425

2. TCA 8-36-821; Public Acts of 2023,  
Chapter No. 425

3. TCA 8-36-822; Public Acts of 2023,  
Chapter No. 425  
~~Public Acts of 2022, Chapter No. 821~~

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### Cross References

Application and Employment 5.106  
Substitute Teachers 5.701

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>04/22/21</b>
		Rescinds: <b>5.302</b>	Issued: <b>05/25/17</b>

## 1 PROFESSIONAL PERSONNEL

2 Sick leave for professional personnel shall accrue at one (1) day for each month employed during the  
3 school year and shall accumulate for an unlimited number of days.<sup>1</sup>

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

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

11 A physician's certificate may be required, on forms furnished by the Board in support of any claim for  
12 sick leave pay. ~~The Supervisor/designee shall notify Human Resources immediately when it is known  
13 that an employee is out more than four (4) consecutive days, for FMLA purposes.~~

14 The Supervisor/Designee shall immediately notify the Director of Schools' office if an employee  
15 is absent beyond the limit of his/her sick leave accumulation.

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

18 ~~Upon employment, an employee has available in advance those sick leave days to be earned in that school  
19 year. However, those days used prior to earning them will be charged against the annual  
20 accumulation. Upon termination of employment before sick leave days are earned, they shall be  
21 deducted from the final pay of the employee an amount to cover the excess sick leave days used and  
22 if such salary is insufficient, the employee shall be liable for reimbursement of any amount in excess  
23 of final leave pay.~~

24 Upon employment transfer of accumulated sick leave from another Tennessee school district may be  
25 credited when the Director of Schools of the district in which the accumulated leave was held  
26 provides notarized verification<sup>3</sup> ~~of resignation in good standing.~~<sup>3</sup>

## 1 SUPPORT PERSONNEL

2 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

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

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

10 ~~A physician's certificate may be required, on forms furnished by the Board in support of any claim for~~  
11 ~~sick leave pay. The Supervisor/designee shall notify Human Resources immediately when it is known~~  
12 ~~that an employee is out more than four (4) consecutive days, for FMLA purposes.~~

13 ~~The Supervisor/Designee shall immediately notify the Director of Schools' office if an employee~~  
14 ~~is absent beyond the limit of his/her sick leave accumulation.~~

14  
15 ~~Support personnel shall earn sick leave based on the non-certified schedule of benefits.~~

16 At the termination of the employment of any employee, all unused sick leave accumulated by the employee  
17 shall be terminated or donated.

18  
19 The immediate supervisor may require a physician's certificate stating the reason for absence.

## 20 SICK LEAVE BANK

21 ~~Separate~~ ~~The purpose of the sick leave banks is to provide sick leave to~~ ~~shall be available for all professional~~  
22 ~~and support personnel employees<sup>4</sup> who are have suffered an unplanned personal illness, injury, disability, or~~  
23 ~~quarantine and whose personal sick leave is exhausted.~~

22 ~~eligible for accumulated sick leave. Guidelines and procedures for operation are available at the~~  
23 ~~Human Resource Office.~~

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.<sup>7</sup>

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.<sup>7</sup>

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.<sup>8</sup>

By written notice to the trustees, an employee may withdraw from bank participation on June 30<sup>th</sup> of any year.<sup>9</sup> Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.<sup>10</sup>

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Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-805 (j)
10. TCA 49-5-801 *et seq.*

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Cross References

Workers' Compensation 3.602  
Orientation and Probation 5.107  
Short Term Leaves of Absence 5.300  
Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>5.305</b>	Issued: <b>09/26/19</b>

## 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 eligibility<sup>1</sup>) during the previous twelve-month period shall be eligible to  
8 use FMLA leave.<sup>2</sup>

## 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.<sup>3</sup>

30

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

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.<sup>5</sup>

3. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is  
 available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.  
 An eligible employee taking leave under this provision shall not be required to utilize any other  
 type of accrued leave during this period. Eligible employees include teachers, principals,  
 supervisors, or other individuals required by law to hold a valid license of qualification for  
 employment who have been employed with a school district full time for at least twelve (12)  
 consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be  
 used within twelve (12) months of the qualifying event. The leave shall run concurrently with  
 FMLA leave.<sup>6</sup>

15 **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>67</sup>**

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 Leave*<sup>7 8</sup> - 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 impending call to active  
28 duty status, in the Armed Forces. Qualifying exigencies may include:  
29  
30  
31 a. Issues arising from the service member’s short notice deployment;  
32 b. Military events and related activities (e.g. official ceremonies, support programs);  
33 c. Making or updating financial and legal arrangements;  
34 d. Attending counseling;  
35 e. Taking up to fifteen (15) days leave to spend time with a covered service member who  
36 is on short-term rest and recuperation leave during deployment; or  
37 2. f. Attending post-deployment activities.

38  
39 *Military Caregiver Leave*<sup>8 9</sup> - An eligible employee who is the spouse, son, daughter, parent, or  
40 next of kin of a covered service member or covered veteran with a serious injury or illness is  
41 entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A  
42 covered service member is a current member of the Armed Forces, including a member of the  
43 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is  
otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious  
injury or illness.

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.

1

**INTERMITTENT LEAVE<sup>9-10</sup>**

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

**20 RESTRICTIONS**

## 21 1. Notice Requirements

22 a. *Employee Notice<sup>10-11</sup>*- For foreseeable leave, the employee shall provide the Director of  
23 Schools with at least thirty (30) days written notice before the beginning of the anticipated  
24 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.<sup>11-12</sup> 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.<sup>12-13</sup>

38

39 2. Certification Requirement<sup>13-14</sup>

40 a. The Director may require that a request for leave be supported by certification issued by  
a health care provider with the following information:

41 i. The date on which the serious health condition commenced;

ii. The probable duration of the condition;

1 iii. The appropriate medical facts within the knowledge of the health care provider  
2 regarding the condition; and

3 iv. A statement that the eligible employee is needed to care for the son, daughter,  
4 spouse, or parent and an estimate of the amount of time that such employee is  
5 needed.

7

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

10

11 3. Period Near the End of an Academic Term (Professional Employees)<sup>14-15</sup>

12 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of  
Schools may require the employee to continue taking leave until the end of the term if the

13 leave is at least three (3) weeks of duration, and the return of employment would occur  
14 during the three (3) week period before the end of the term.

15 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 BOARD**<sup>15</sup> 16

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,  
27 recurrence, or onset of a serious health condition or other circumstances beyond the  
28 control of the employee.

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 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 Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.126 113
8. 29 CFR § 825.126 124; 29 CFR § 825.127
9. 29 CFR § 825.124 202 29 CFR § 825.127
10. 29 CFR § 825.202 302-825.304
11. 29 CFR § 825.302-825.304 207
12. 29 CFR § 825.207 OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. OP Tenn Atty Gen 94-006 (Jane 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000) 29 CFR § 825.305-825.313
14. 29 CFR § 825.305-825.313 602
15. 29 CFR § 825.602 USCA § 2614
16. 29 USCA § 2614

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 I Cross References

## Cross References

Sick Leave 5.302  
 Long-Term Leaves of Absence 5.304

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>07/08/13</b>

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  
his/her full salary and full benefits until the teacher is released by his/her physician to return to work or  
her/her physician determines the teacher is permanently unable to return to work. If the teacher receives  
workers' compensation or other similar benefits, the Board shall pay the difference between that amount  
and the teacher's full salary. <sup>1</sup> workers' compensation or comparable benefits without loss of  
accumulated or granted sick, personal or professional leave.<sup>1</sup>

~~3 The school system shall continue to pay the teacher's full benefits including, but not limited to health  
4 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician  
5 to return to work or the date on which the teacher is determined by the teacher's physician to be  
6 permanently disabled from returning to work.~~

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

## Legal References:

1. TCA 49-5-714 **Public Acts of 2023, Chapter No. 343**
2. TRR/MS 0520-01-02-.04~~(5)~~ (4) (b)

## Cross References:

Worker's Compensation 3.602  
Long Term Leaves of Absence 5.304  
**Sick Leave 5.302**

## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>5.600</b>	Issued: <b>09/28/17</b>

- 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 a work environment free from sexual, racial, ethnic, and religious  
discrimination/harassment; <sup>2</sup> <sup>1</sup>
- ~~4 2. Academic freedom within the confines of state law and board policy in order to create an  
5 atmosphere of freedom in the classroom;~~
- 6 Educators have the right to <sup>2</sup>:
- 7 1. Be treated with civility and respect as well as having his/her professional judgment and  
8 discretion respected;  
2. Have their professional judgement and discretion respected;
- 10 ~~2.~~ 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
11 appropriate agencies;
- 12 ~~3.~~ 4. Provide students with a safe environment;
- 13 ~~4.~~ 5. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 14 ~~5.~~ 6. Share information regarding a student's educational experience, health, or safety with the  
15 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 16 ~~6.~~ 7. Review all instructional material or curriculum before being utilized by students; ~~and~~
- 17 ~~7.~~ 8. Not be required to use his/her personal money to appropriately equip a classroom.
- 18 ~~8.~~ 9. Report students who commit offenses of assault and battery or vandalism on school property  
19 endangering the life, health, or safety of others pursuant to state law; <sup>5</sup> and
- 20 ~~9.~~ 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a  
21 physical assault or other violent criminal act committed during the course of the employment. <sup>6</sup>
- 22
- 23 Each staff member has the responsibility to:
- 24
- 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;<sup>5</sup>
- 27
- 28 2. To adhere to the Teacher Code of Ethics ~~to the extent applicable;~~<sup>6 7</sup>
- 29
- 30
- 31
- 32
- 33

- 34 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of  
 35 students and the students' right to know;
- 1 4. Be courteous and helpful in interacting and responding to parents/guardians, visitors and  
 members of the public;
- 2 5. Keep all records and prepare and submit promptly all reports that may be required by state law,  
 3 State Board of Education rules and regulations, board policy and administrative procedures; and
- 4 6. Wear appropriate dress for work according to board guidelines and local school rules.

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Legal References

1. ~~Public Chapter No. 360~~ 42 USCA § 2000e-2 (a),  
(b); TCA 49-6-8004
2. ~~42 USCS § 2000e-2(a)–(b); TCA 49-6-8002–  
8006~~ TCA 49-5-209; Public Acts of 2023,  
Chapter No. 153
3. TCA 49-6-~~4008~~-2802
4. 20 USCA 1232g
5. TCA ~~49-5-201~~ 49-6-4301
6. TCA 49-5-~~1001–1005~~ 714
7. TCA 49-5-1001 *et seq.*

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Cross References

- Curriculum Development 4.200  
 Controversial Issues 4.800  
 Religion in the Curriculum 4.804  
 Staff-Student Relations 5.610  
 Ethics 5.611

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>6.202</b>	Issued: <b>08/27/20</b>

1 A "home school" is a school conducted or directed by parent(s)/guardian(s) for their own children.  
Home schools which teach K-12 where the parents/guardians are associated with an organization that  
2 conducts church-related schools<sup>1</sup> are exempt from the following provisions but **must shall**  
follow procedures issued by the State Department of Education.

3 A parent/guardian wishing to conduct a home school shall meet the following requirements:<sup>2</sup>

- 4 1. ~~Submit a copy of the student's birth certificate or officially acceptable evidence of date of~~  
5 ~~birth;~~ Provide annual notice to the Director of Schools before the commencement of each  
school year of the intent to conduct a home school;
- 8 9 2. ~~Submit evidence of legal guardianship;~~ Submit to the Director of Schools the name, number,  
age, grade level of children involved, location of the school, curriculum to be offered, proposed  
hours of instruction, and qualifications of the parent-teacher;
- 10 11 3. ~~Submit evidence of residency in Cumberland County;~~ Maintain attendance records, subject to  
inspection by the Director of Schools;
- 12 13 4. ~~Submit evidence of the parent or legal guardian's high school diploma or GED, or HiSET~~  
14 ~~in order to conduct classes;~~<sup>4</sup> attendance records to the Director of Schools at the end of each  
school year;
- 15 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional  
days as required by state law;<sup>3</sup> ~~Submit proof to the Director of Schools/designee that the home~~  
17 ~~school student has been vaccinated as required by state law;~~<sup>5</sup>
- 18 19 6. Possess a high school diploma or high school equivalency credential approved by the State  
Board of Education;<sup>4</sup> ~~Submit to the Director of Schools/designee that other health services and~~  
20 ~~examinations as required by law have been received by the home school student;~~<sup>5</sup>
- 21 22 7. ~~Provide notice to the Director of Schools/designee before the commencement of each~~  
23 ~~school year of the intent to conduct a home school;~~ Cooperate in the administration to home  
school students of appropriate tests by the Commissioner of Education/designee or by a  
professional testing service in grades five (5), seven (7), and nine (9);
- 24 25 8. ~~Submit to the Director of Schools/designee the name, number, age, grade level of children~~  
26 ~~involved, location of the school, curriculum to be offered, proposed hours of instruction,~~  
27 ~~qualifications of the parent/teacher;~~ Take actions according to state law if home school  
student falls behind appropriate grade level;

- 30 9. Maintain attendance records, subject to inspection of the local Director of  
31 Schools/designee; Submit proof to the Director of Schools that other health services and  
examinations as required by state law have been received by the home school student; and  
31  
32 10. Submit attendance records to the Director of Schools/designee at the end of each school  
33 year; In the event of illness or inadequacy of the home school parent-teacher to teach a  
specific subject, employ a tutor having the same qualifications as required of parent-teacher.  
34  
35 11. Provide instruction for at least four (4) hours per day for the same number of instructional  
36 days as is required by state law for public schools;<sup>3</sup>
- 1 12. Cooperate in the administration to home school students of appropriate tests by the  
2 Commissioner of Education, his/her designee or by a professional testing service in grades  
3 five (5), seven (7) and nine (9);  
4  
5 13. Take action according to state law if home school student falls behind appropriate grade  
6 level;  
7  
8 14. In the event of illness or inadequacy of the home school parent/teacher to teach a specific  
9 subject, employ a tutor having the same qualifications as required of parent/teacher; and  
10  
11 15. In the event of a change of residency or contact information, parents shall notify  
12 Cumberland County Schools.

13 If one or more of these requirements are not met, the Board authorizes the Director of Schools/designee  
14 to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the  
15 child has reached age ~~18-seventeen (17)~~, either in the home school or in a public, private or  
church-related school.

## 17 FACILITIES USE

18 It shall be the policy of this Board that public school facilities shall be available for home school  
19 instruction only when *all* of the following conditions exist:

- 20 1. Special needs courses are being taught which require services unavailable to the home school  
21 student;
- 22 2. These services cannot be provided through any means other than the public schools;
- 25 3. Requests for services are made known by the home school parent when notice is given to the  
26 Director of Schools/designee of the intent to conduct a home school;
- 27 4. The Director of Schools/designee investigates request and make recommendations to the  
28 Board;  
29

- 30
- 31 5. No overcrowding, additional expenses, including providing transportation, or other special
- 32 situations which interfere with the normal operation of the school system shall be incurred; and
- 33
- 34 6. Approval by the Board on a case-by-case basis.

35 **RECORD ACCESS**

36 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the

37 home school inspected at least two (2) times each school year in order to provide assistance in

38 implementing the Compulsory Attendance Law.

**STUDENT PERFORMANCE 6-5**

The Director of Schools shall develop administrative procedures regarding necessary consultations with home school parents in regard to student performance.

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Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a) TCA 49-6-3050 (b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of  
2023 2024, Chapter No. 493 S-114  
TCA 49-6-5001
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>6.300</b>	Issued: <b>08/25/22</b>

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.<sup>1</sup> Codes of conduct for students  
3 in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out, 1  
4 (one) minute for each year of the student's age. Exclusionary discipline shall only be used as a measure  
5 of last resort.<sup>2</sup> The development of each code shall involve principals and faculty members of each  
6 level and shall be based on evidence-based behavior supports and interventions.<sup>3</sup>

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.<sup>4</sup> 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 conduct<sup>3</sup> and shall ensure  
12 that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 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: RTI<sup>2</sup>B, 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~~ **guidelines** or interferes with the orderly operation of the school, which can usually be  
handled by an individual staff member.

31 *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 environment<sup>6</sup>
- 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  Strict supervised study
- 25  Detention
- 26  Corporal punishment
- 27  In-school suspension
- 28  RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

29 **MISBEHAVIORS: Level II**

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

34 *Examples* (not an exclusive listing):

- 35  Continuation of unmodified Level I behaviors
- 36  School or class tardiness
- 37  Using forged notes or excuses
- 38  Disruptive classroom behavior

1 *Disciplinary Procedures:*

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

7 *Disciplinary Options:*

- 8  Teacher/schedule change
- 9  **Modified probation**
- 10  **Behavior modification**
- 11  **Social probation**
- 12  Peer counseling
- 13  In-school suspension
- 14  Transfer
- 15  Detention
- 16  **Corporal punishment**
- 17  Suspension from school-sponsored activities or from riding school bus
- 18  Out-of-school suspension (not to exceed ten (10) days).
- 19  RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

20 **MISBEHAVIORS: Level III**

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

23 *Examples (not an exclusive listing):*

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

34 *Disciplinary Procedures:*

- 35  Student is referred to principal for appropriate disciplinary action.

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

11 *Disciplinary Options:*

- 12  In-school suspension
- 13  Detention
- 14  **Corporal punishment**
- 15  Restitution from loss, damage or stolen property
- 16  Out-of-school suspension not to exceed ten (10) days
- 17  Social adjustment classes
- 18  Transfer
- 19  Alternative School
- 20  RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

21 **MISBEHAVIORS: Level IV**

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

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

29 *Examples (not an exclusive listing):<sup>8</sup>*

- 30  Unmodified Level I, II and III behaviors
- 31  Death threat (hit list)
- 32  **Threat of mass violence of school property or at a school-related activity\***
- 33  Extortion
- 34  Bomb threat\*

- 35  Possession/use/transfer of dangerous weapons \*
- 36  Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 37 employee of the school, or a school resource officer\*
- 38  Aggravated Assault \*
- 39  Vandalism
- 40  Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)\*
- Use, possession, sale or distribution of drug paraphernalia or transfer of unauthorized substances
- Use, sale, distribution and/or being under the influence of drugs
- 32  Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- 33  Electronic threat to cause bodily injury or death to another student or school employee\*
- Unauthorized possession of a firearm\*

*Disciplinary Procedures:*

- 1  Principal confers with appropriate staff members and with the student.
- 2  Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 3  Parents/guardians are notified.
- 4  Law enforcement officials are contacted.
- 5  Incident is reported, and recommendations made to the Director of Schools.
- 6  The principal notifies the staff members of the resolution.
- 7  If the student's placement is to be changed, adequate notice of the charges shall be
- 8 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 9 disciplinary hearing.

*Disciplinary Options*

- Expulsion** Other hearing authority or Board action which results in appropriate placement
- Alternative schools
- RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

34 \*Designates zero tolerance offenses. Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

10 **ADDITIONAL GUIDELINES:**

- 11  A student shall not be suspended solely because charges are pending against him/her in  
12 juvenile or other court.
- 13  A principal shall not impose successive short term suspensions that cumulatively  
14 exceed ten (10) days for the same offense.<sup>3</sup>
- 15  A teacher or other school official shall not reduce or authorize the reduction of a  
16 student's grade because of discipline problems.
- 17  A student shall not be denied the passing of a course or grade promotion solely on the  
18 basis of absences except as provided by board policy.
- 19  A student shall not be denied the passing of a course or grade promotion solely on the  
20 basis of failure to:
- 21  pay any activity fee;
- 22  pay a library or other school fine; or
- 23  make restitution for lost or damaged school property.

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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 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g)

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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: <b>Review: Annually, in April</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>10/22/20</b>

1 In order to ensure a safe and secure learning environment, the following offenses shall not be  
2 tolerated:<sup>1</sup>

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance  
5 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
- 6 3. Aggravated assault;<sup>4</sup> or
- 7 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, **administrator** any other employee of  
8 the school, or school resource officer.
- 8 5. **Threats of mass violence on school property or at a school-related activity.** <sup>6</sup>

9 Committing any of these offenses shall result in a student being expelled from the regular school  
10 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
11 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
12 offenses may be assigned to an alternative school or program at the discretion of the Director of  
13 Schools.<sup>6 7</sup>

14 When it is determined that a student has violated this policy, the principal of the school shall notify the  
15 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by  
16 law.<sup>7-8</sup>

## Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. ~~TCA 49-6-3401(g)(2); TCA 49-6-3402~~ TCA 39-16-517;  
Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209 3401; TCA 39-17-1312; 20 USCA §  
7961(h)(1)

## Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension/Expulsion/Remand 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>6.314</b>	Issued: <b>08/23/18</b>

1 The Board authorizes the Director of Schools to determine whether corporal punishment shall be administered. If it is administered, the following guidelines shall apply: <sup>1</sup>

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

5 1. Corporal punishment ~~may~~ shall be administered only after other less stringent measures have failed,  
6 or if the conduct of a student is of such nature that corporal punishment is the only reasonable  
7 form of punishment under the circumstances. Prior to administering the punishment, the student's  
8 teacher or principal shall document that he/she has:  
9 a. Acted to address the student's behavior;  
10 b. Provided consequences to the student to address the behavior;  
11 c. Consulted with the student's parent/guardian; and  
12 d. Considered the need to conduct an evaluation to determine whether the student has a disability  
13 per federal law. <sup>2</sup>

14 2. The instrument to be used in administering corporal punishment shall be approved by the  
15 principal;

16 3. ~~Corporal punishment shall be reasonable;~~ Only principals, assistant principals, or teachers with the  
17 approval of the principal are authorized to administer corporal punishment;

18 4. Corporal punishment shall be administered in the presence of another professional employee;

19 5. The nature of the punishment will be such that it is in proportion to the gravity of the offense,  
20 the apparent motive and disposition of the offender, and the influence of the offender's  
21 example and conduct on others;

22 6. If a student has a disability, corporal punishment shall be administered only when the school  
23 has received written parental permission. The parental permission must include the type of  
24 corporal punishment that is allowed and the circumstances under which it is permitted. This  
25 information will be kept on file at the school. It may be revoked at any time; and

26 7. The principal shall notify the parent/guardian any time corporal punishment is used.

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

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

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

36 — If corporal punishment is refused, an appropriate alternate discipline will be assigned as deemed  
37 — appropriate by the administration.

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

#### Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;  
Public Acts of 2018, Chapter No. 900
2. 20 USCA § 1400 et. Seq.; Public Acts of 2023,  
Chapter No. 275

#### Cross References

Code of Behavior and Discipline 6.300  
Student Records 6.600

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative School Programs</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>6.319</b>	Issued: <b>07/22/21</b>

## 1 **General<sup>1</sup>**

2 The Board shall operate an alternative school program for students in grades **7**-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 **for students who have been suspended or expelled**. The alternative  
school is located in a separate facility from the regular school program.

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

8 The Director of Schools shall develop procedures that provide appropriate educational opportunities for  
9 all students assigned to an alternative education program. These educational opportunities shall adhere  
10 to Tennessee's academic standards.<sup>2</sup>

## 11 **ASSIGNMENT**

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

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

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

- 21 1. A zero-tolerance offense;<sup>4</sup> or
- 22 2. An offense of violence or threatened violence, or an offense that threatened the safety of other  
23 students at the school, if the location of the alternative school or program is on the same  
24 grounds as the school from which the student was disciplined **or assigning the student to that  
location would endanger the safety of the students or staff.**<sup>5</sup>

25 Consideration to assign these students to the alternative school or program will be determined by the  
26 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.<sup>6</sup>

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.<sup>7</sup>

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 REMOVAL<sup>8</sup>

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 OFFENSES<sup>9</sup>

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 PLANS<sup>10</sup>

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 **assigned to the alternative school. entering  
 and exiting the program.**

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### 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. **TCA 49-6-3402(c)(1)(C) Public Acts of 2021 2023, Chapter No. 229-6 279.**
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)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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### 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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>02/23/17</b>
		Rescinds: <b>6.4001</b>	Issued: <b>8/28/14</b>

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the board when the project  
 2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does  
 3 not violate the goals of the board, and the disruption of the regular school program is minimal. The  
 4 director of schools shall develop administrative procedures for approving requests for conducting  
 5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline  
 6 what is to be done, who is to be involved and how the results will be used and distributed.<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be

notified of their **ability opportunity** to review the materials<sup>1</sup>. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. ~~Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation.~~ The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests.<sup>1</sup>

~~12 The Director of Schools shall develop procedures for granting such parental requests and to implement  
 13 the other provisions of this policy.<sup>4</sup>~~

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
 15 reveals information concerning: <sup>1,2</sup>

- 16 1. Mental or psychological problems of the student or the student's family;
- 17 2. Sexual behavior or attitudes;
- 18 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. Legally privileged relationships;
- 21 6. Income; or
- 22 7. The collection of student biometric data involving the analysis of facial expressions, EEG brain  
 23 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood  
 24 volume, posture, and eye-tracking<sup>3</sup> without the prior consent of the student (if the student is an adult  
 or emancipated minor), or in the case of an unemancipated minor, without the prior written consent  
 of the parent/guardian.

25 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 26 1. Political affiliation or voting history;

- 27 2. Religious practices; and  
28 3. Firearm ownership.

1 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**<sup>5</sup>

2 In general, the district will not collect, disclose or use personal student information for the purpose of  
3 marketing or selling that information or otherwise providing that information to others for that purpose.

4 If any collected information is to be marketed or sold, parents/guardians will be directly notified at least  
5 annually at the beginning of the school year of the specific or approximate dates when such information  
6 will be collected. Parents/guardians, upon request, may inspect any instrument used to collect personal  
7 information for the purpose of marketing or selling that information before the instrument is administered  
8 or distributed to the student. All parents/guardians and students of appropriate age may decline to provide  
9 the information requested.

8 This portion of the policy does not apply to the collection, disclosure or use of personal information  
9 collected from students for the exclusive purpose of developing, evaluating or providing educational  
10 products or services for or to students or educational institutions to the extent allowed by law, such as  
11 the following:<sup>6</sup>

- 12 1. College or other postsecondary education recruitment or military recruitment.  
13 2. Book clubs, magazines and programs providing access to low-cost literary products.  
14 3. Tests and assessments used by elementary schools and secondary schools to provide  
15 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about  
16 students (or to generate other statistically useful data for the purpose of securing such tests  
17 and assessments) and the subsequent analysis and public release of the aggregate data from  
18 such tests and assessments.  
19 4. The sale by students of products or services to raise funds for school-related or education  
20 related activities.  
21 5. Student recognition programs.

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Legal References

1. TCA 49-2-211 **Public Acts of 2023, Chapter No. 353**  
2. 20 USCS § 1232h  
3. TCA 49-1-706  
4. TCA 49-1-705  
5. 20 USCS § 1232h(c)(4); **20 USCS § 1232h(c)(1); No**  
**Child Left Behind, Part F § 1061(1)(E) — (F), (2)**  
6. **20 USCS § 1232h(e)(4); No Child Left Behind, Part F §**  
**1061(4)(A)**

Cross References

Testing Programs 4.700

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date: <b>06/24/21</b>
		Rescinds: <b>6.402</b>	Issued: <b>02/25/21</b>

## 1 PHYSICAL EXAMINATIONS<sup>1</sup>

2 The principal/designee shall ensure that there is a complete physical examination of each student prior  
3 to:<sup>2</sup>

- 4 1. Entering school for the first time, and
- 5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity  
7 program.

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

10 Screening tests as required by the Tennessee Department of Education and the Department of Health  
11 will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a  
condition that might interfere with a student's progress. **Parent(s)/guardian(s) may excuse their student  
from participating in health screenings that are part of a coordinated school health program by  
submitting a request in writing to the school nurse, instructor, school counselor, or principal.**<sup>3</sup>

12

13 The school district will not conduct physical examinations of a student without parental consent or by  
14 court order, unless the health or safety of the student or others is in question.<sup>3</sup>

## 15 IMMUNIZATIONS

16 Students will not be permitted to attend school without proof of immunization, as determined by the  
17 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from  
18 producing such records. It is the responsibility of the parents/ guardians to have their children  
19 immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

20 Exceptions will be granted to any student whose parent or guardian files with school authorities a  
21 signed, written statement that such measures conflict with one of the following:

- 22 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an  
23 epidemic<sup>5</sup>; **except in the event of a COVID-19 or any variant outbreak<sup>5</sup> or**
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing him  
25 from such immunization.<sup>76</sup>
- 26

27

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

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Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13 .01(1)(a)
3. **Public Acts of 2023, Chapter No. 353**; Tennessee School Health Screening Guidelines, [https://www.tn.gov/content/dam/tn/education/csh/csh/FINAL\\_Health\\_screening\\_guidelines\\_2022.pdf](https://www.tn.gov/content/dam/tn/education/csh/csh/FINAL_Health_screening_guidelines_2022.pdf) 20 USCA§ 1232h (c)(2)(C)
4. TCA 49-6-5001(a)(c)
5. TCA 49-6-5001(b)(2)-(3) **Public Acts of 2021, Chapter No. 513-6**; TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Version Date: June 28, 2021

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>01/23/20</b>
		Rescinds: <b>6.600</b>	Issued: <b>06/25/15</b>

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health  
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student  
3 through his/her school career.<sup>1</sup>

4 The name used on the record of the student entering the school ~~system~~ **district** must be the same as that  
shown on the birth certificate, unless evidence is presented that such name has been legally changed. If  
the parent/guardian does not have, or cannot obtain a birth certificate, then the name used on the records  
of such student shall be as shown on documents which are acceptable as proof of date of birth.

5 The name used on the records of a student entering the ~~system~~ **district** from another school ~~must~~ **shall** be  
the same as that shown on records from the school previously attended unless evidence is presented that  
such name has been legally changed as prescribed by law.

6 When a student transfers to another school within the ~~system~~ **district**, or to a school outside the ~~system~~,  
**school district** copies of the student's records, including the student's disciplinary records, shall be sent  
to the transfer school.<sup>2</sup>

7 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).<sup>3</sup>

## 8 ACCESS TO STUDENT RECORDS

9 Student records shall be confidential. Authorized school officials shall have access to and permit access  
10 to student education records for legitimate educational purposes.<sup>4</sup> A "legitimate educational interest" is  
11 the official's need to know information in order to:

- 12 1. Perform required administrative tasks;
- 13 2. Perform a supervisory or instructional task directly related to the student's education; and
- 14 3. Perform a service or benefit for the student or the student's family such as health care, counseling,  
15 student job placement, or student financial aid.

16 Authorized school officials may release information from or permit access to a student's education record  
17 without the parent(s)/guardian(s) or eligible student's\* prior written consent in the following instances:

- 18 1. To comply with a judicial order or lawfully issued subpoena. The school ~~system~~ **district** will  
make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student  
before making a disclosure;<sup>5</sup>
- 19 2. If the disclosure is an item of directory information;<sup>6</sup>

- 1 3. To comply with the requirements of child abuse reports to the extent known by the school  
2 officials including the name, address, and age of the **student child**; the name and address of the  
person responsible for the care of the **student child**, and the facts requiring the report;<sup>7</sup>
- 3 4. When certain federal and state officials need information in order to audit or enforce legal  
4 conditions related to federally **or state** supported education programs in the school district;<sup>8</sup>
- 5 5. When the school district has entered into a contract or written agreement for an organization to  
6 conduct scientific research on the system's behalf to develop tests or improve instruction,  
7 provided that the studies are conducted in a manner which will not permit the **disclosure of**  
personal identification of students and their parent(s)/guardian(s) by individuals other than  
representatives of the organization and the information will be destroyed when no longer needed  
for the purpose for which the study was conducted;<sup>9</sup>
- 8 6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined  
9 by the Internal Revenue Code;<sup>10</sup>
- 10 7. To accrediting organizations to carry out their accrediting functions;<sup>11</sup>
- 11 8. **To officials of another school, school district, or**  
**postsecondary institution** when a student seeks or intends to enroll in another school  
district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students **shall be**  
**notified of the transfer and shall** have a right to obtain copies of records transferred **as**  
**well as an opportunity to challenge the content of the record** under this provision;<sup>12</sup>
- 12 9. To financial institutions or government agencies that provide or may provide financial aid to a  
13 student in order to establish eligibility, to determine the amount of financial aid, to establish  
14 conditions for the receipt of financial aid, and to enforce financial aid agreements;<sup>13</sup>
- 15 10. To make the needed disclosure **to the appropriate officials in connection with** ~~in~~ a health or  
safety emergency when warranted by the seriousness of the threat to the student or other persons,  
when the information is necessary and needed to meet the emergency, **if knowledge of the**  
**information is necessary to protect the health or safety of the students or others**, when time is  
an important and limiting factor, and when the persons to whom the information is to be  
disclosed are qualified and in a position to deal with the emergency;<sup>14</sup>
- 16 11. To the Attorney General/designee for official purposes related to the investigation or prosecution  
17 of an act of domestic or international terrorism. An educational agency that, in good faith,  
18 produces education records in accordance with an order shall not be liable to any person for that  
19 production;<sup>15</sup>
- 20 12. To any agency caseworker or other representative of a state or local child welfare agency or  
21 tribal organization authorized to access the student's educational records when such agencies or  
22 organizations are legally responsible for the care and protection of the student.<sup>16</sup>
- 23 13. **To the Secretary of Agriculture/designee for purposes of conducting program monitoring,**  
**evaluations and performance measurements, provided that the data collected will be protected in a**  
**manner which will not permit the disclosure of personal identification of students and their**  
**parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the**

information will be destroyed when no longer needed for the purpose for which it was conducted;<sup>17</sup> and

24 14. To state and local authorities to whom information is specifically allowed to be reported or  
disclosed by state law that concerns the juvenile justice system and the system's ability to  
effectively serve, prior to adjudication, the student whose records were released.<sup>18</sup>

25

### ***Consent to Disclose Records***<sup>19</sup>

26 Authorized school officials may release information from a student's education record if the  
student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The  
written consent must include:<sup>17</sup>

- 27 1. A specification of the records to be released;  
28 2. The reasons for the disclosure;  
1 3. The person, organization, or class of persons or organizations to whom the disclosure is to be  
made;  
2 4. The signature of the parent(s)/guardian(s) or eligible student; and  
3 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

4 The student's parent(s)/guardian(s) or the eligible student\* may obtain a copy of any records disclosed  
5 under this provision.

## ***6 RECORDKEEPING***

7 The school district will maintain an accurate record of all requests to disclose information from or to  
8 permit access to a student's education records. The district will maintain an accurate record of  
9 information it discloses and access it permits. The district will maintain this record as long as it  
10 maintains the student's education record.<sup>18-20</sup>

11 The record will include at least:<sup>18-20</sup>

- 12 1. The name of the person or agency that makes the request;  
13 2. The interest the person or agency has in the information;  
14 3. The date the person or agency makes the request; and  
4. Whether the request is granted and, if it is, the date access is permitted, or the disclosure is made.

15 \* *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*  
16 *school, at which time all of the above rights become the student's right.*<sup>21</sup>

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 Legal References

1. 20 USCA § 1232g; ~~FRR/MS 0520-01-03-03(11)~~
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.* 20 USCA § 1232g
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B) 20 USCA § 1232g (b) (1) (J)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3) (5); 20 USCA § 1232g (b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. ~~FRR/MS 0520-01-03-03(9)~~ 20 USCA § 1232g (b)(1)(B)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g(b)(1)(L)
17. ~~34 CFR § 99.30~~ 20 USCA § 1232g (b)(1)(K)
18. ~~34 CFR § 99.32(a)~~ 20 USCA § 1232g (b)(1)(E)
19. 34 CFR § 99.30 20 USCA § 1232g (b)(2)(A)
20. 34 CFR § 99.32 (a)
21. 34 CFR § 99.3, 99.5, TCA 49-1-704

## Cross References

School District Records 1.407  
 Promotion and Retention 4.603  
 Testing Programs 4.700  
 Attendance 6.200  
 Withdrawals 6.207  
 Child Custody/Parental Access 6.209  
 Bus Safety and Conduct 6.308  
 Corporal Punishment 6.314  
 Disciplinary Hearing Authority 6.317  
 Admission of Suspended/Expelled Students 6.318  
 AIDS 6.404  
 Reporting Child Abuse 6.409  
 Media Access to Students 6.604

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Enrollment in College Level Courses</b>	Descriptor Code: <b>4.205</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.205</b>	Issued: <b>08/26/21</b>

1 ***General***

2 Students in grades nine through twelve (9-12) may enroll in available advanced courses including, but  
3 not limited to, advanced English language arts, mathematics, or science courses.<sup>1</sup>

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

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

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

14 **NOTIFICATION<sup>1</sup>**

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

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

22 **COLLEGE LEVEL COURSES<sup>2</sup>**

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

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

1 **MIDDLE COLLEGE**

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

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

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Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>02/23/23</b>
		Rescinds: <b>4.600</b>	Issued: <b>07/28/22</b>

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall  
4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes  
7 in grades K-3 according to state rules and regulations.<sup>1</sup>

8 The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the  
9 Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
10 and parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

## 12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

13 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
16 Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 Letter grades transferred into the Cumberland County School System will be converted to numerical  
25 grades for figuring class rank and scholarship purposes. Each letter grade will be assigned a numerical  
26 grade that falls within the mid-point of the grade scale used in this system.

27 Transfer Scale: A+ = 100; A = 95; A- = 90; B+ = 89; B = 85; B- = 80; C+ = 79; C = 75; C- =  
28 70; D+ = 69; D = 65; D- = 60; F = 59

29 This grading system shall be uniform throughout the school system for each grade.

1 ~~Advanced coursework grades will be weighted with additional percentage points to calculate the~~  
2 ~~semester average. Depending on the course taken, the following percentage points will be assigned:~~

- 3 • ~~Honors Courses – three (3) percentage points.~~  
4 • ~~Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment~~  
5 ~~Courses – four (4) percentage points; and~~  
6 • ~~Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and~~  
7 ~~International Baccalaureate Courses – five (5) percentage points.~~

8 ~~Beginning with the senior class of 2019-20~~

9 GPA calculations will be called Lottery GPA and Local Weighted GPA. The Lottery GPA will be  
10 based on a 4.0 scale. The Local Weighted GPA will be based on a 5.0 scale. Teachers will continue to  
11 add additional points to the final grade of the course, and the following guidelines will be adhered to:

- 12 • One half (1/2) quality point shall be added to the numerical quality point value corresponding to  
13 the letter grade received for the honors course.  
14 • One (1) quality point shall be added to the numerical quality point value corresponding to the  
15 letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course,  
16 Dual Enrollment Course, or an Advanced Placement Course.

17 Final Grade notification

- 18 • Honors courses – will receive three points added to their final grade  
19 • Dual enrollment courses – ~~students must be enrolled at Roane State Community College (RSCC)~~  
20 ~~and/or Tennessee College of Applied Technology (TCAT)~~ Students must be enrolled in a post-  
21 secondary institution to receive four additional points to their final grade.  
22 • Statewide dual credit courses - students enrolled in a statewide dual credit course must sit for the  
23 dual credit exam in order to receive four additional points on their final grade.  
24 • AP courses – In order to receive five additional points, students are required to take the  
25 corresponding AP exam.  
26 • Industry Certifications – CTE courses that are aligned to an industry certification recognized by  
27 the Tennessee Department of Education will receive an additional four points if the student sits for  
28 the industry certification exam.

## 29 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

30 Each school counselor shall provide incoming freshman with information on college core courses  
31 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT  
32 score, etc.) that must be met in order to receive a scholarship.

33 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
34 Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
35 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit application  
36 in a timely manner.

- 1 Elementary school counselors should explain the HOPE Scholarship and its requirements to their
- 2 students and impress upon them the benefits of making good grades.

### 3 **LOTTERY SCHOLARSHIP DAY**

- 4 Each school year, prior to scheduling courses for the following school year, schools teaching students
- 5 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

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#### Cross References

Alternative Credit Options 4.209  
Credit Recovery 4.210  
Reporting Student Progress 4.601  
Honor Roll, Awards, & Class Ranking 4.602  
Promotion and Retention 4.603  
Transcript Alterations 4.608

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Graduation Recognition/Latin Classification</b> <b>Class Ranking</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>06/25/20</b>
		Rescinds: <b>4.602</b>	Issued: <b>02/27/20</b>

1 ~~Students must be enrolled full time at the home base school to be eligible for ranking among the top high~~  
2 ~~school seniors.~~

3 Final grade average earned in each class grades 9, 10, 11 and the first semesters of grade 12 are used in  
4 determining final class standing. This standing is based on a combination of Grade Point Average (GPA)  
5 and the Quality Point Average (QPA), the local weighted (GPA).

6 ~~To determine your Quality Point Average (QPA) each course is given a point based on its classification~~  
7 ~~as regular, honors, AP, dual credit, or dual enrollment class. Add your total and divide by the number of~~  
8 ~~classes taken. This calculation will be between 0.0 and 6.0.~~

9 ~~Regular classes receive: A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pt, F = 0 pts.~~

10 ~~Regular half credit classes receive: A = 2 pts, B = 1.5 pts, C = 1 pt, D = .5 pts, F = 0 pts.~~

11 ~~Honors classes receive: A = 4.5 pts, B = 3.5 pts, C = 2.5 pts, D = 1.5 pts, F = 0 pts.~~

12 ~~Half credit honors classes receive: A = 2.25 pts, B = 1.75 pts, C = 1.25 pts, D = .75 pt.,~~  
13 ~~F = 0 pts.~~

14 ~~AP and Dual, credit classes receive: A = 5 pts, B = 4 pts, C = 3 pts, D = 2 pts, F = 0 pts.~~

15 ~~AP and Dual half credit classes receive: A = 2.5 pts, B = 2 pts, C = 1.5 pts, D = 1 pts, F = 0 pts.~~

16 ~~Beginning with the Class of 2020~~

17 GPA calculations will be called Lottery GPA and local weighted GPA. The Lottery GPA will be  
18 based on a 4.0 scale. The local weighted GPA will be based on a 5.0 scale. The local weighted GPA  
19 will be calculated on all course work using the Cumberland County Grading Scale. GPA will also be  
20 calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes (to be  
21 called Lottery GPA). Both the Cumberland County local weighted GPA and the Lottery GPA will  
22 appear on the official transcript. Upon request by the student, that student's class rank will be released  
23 for the purpose of scholarships and/or extended education.

24 ~~Teachers will continue to add additional points to the final grade of the course, and the following~~  
25 ~~guidelines will be adhered to:~~

- 1       • One half (1/2) quality point shall be added to the numerical quality point value corresponding
- 2       to the letter grade received for the honors course.<sup>2</sup>
- 3       • One (1) quality point shall be added to the numerical quality point value corresponding to the
- 4       letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course,
- 5       Dual Enrollment Course, or an Advanced Placement Course.<sup>2</sup>

#### 6 ~~Final Grade notification~~

- 7       • ~~Honors courses — will receive three points added to their numeric final grade~~
- 8       • ~~Dual enrollment courses — students must be enrolled in a post-secondary institution to receive~~
- 9       ~~four additional points to their final numeric grade.~~
- 10      • ~~Statewide dual credit courses — students enrolled in a statewide dual credit course must sit for~~
- 11      ~~the dual credit exam in order to receive four additional points on their numeric final grade.~~
- 12      • ~~AP courses — In order to receive five additional points, students are required to take the~~
- 13      ~~corresponding AP exam.<sup>1</sup>~~
- 14      • ~~Industry Certifications — CTE courses that are aligned to an industry certification recognized by~~
- 15      ~~the Tennessee Department of Education will receive an additional four points if the student sits~~
- 16      ~~for the industry certification exam.~~
- 17      • ~~If the additional weighting is awarded prior to participation in the culminating exam and the~~
- 18      ~~student does not participate in the culminating exam, the additional points will be removed.~~

19 ~~Students who are able to register for enough credits to meet graduation requirements are classified as~~  
 20 ~~seniors.~~

21 In the determination of academic recognition, Cumberland County Schools will utilize the following  
 22 Latin system based on local weighted GPA:

23	Summa Cum Laude	4.25 and above
24	Magna Cum Laude	4.00 – 4.24
25	Cum Laude	3.75-3.99

26 All grades earned in grades 9, 10, 11 and the first semester of grade 12 are considered for determining  
 27 final class standing.

28 The valedictorian and salutatorian will be chosen using the following criteria:

- 29       • ~~Student must be a graduating senior enrolled full time at the home base school in physical~~  
 30       ~~attendance.~~
- 31       • Student must qualify for the highest Latin System honor award at the respective high school.
- 32       • Student must meet the benchmarks on the ACT (benchmarks: Math 22, Science 23, English 18  
 33       and Reading 22) or equivalent on the SAT.
- 34       • Valedictorian and salutatorian will have the two highest numerical averages of the final course  
 35       grades in the top half of the Summa Cum Laude graduating class.
- [The student must have been enrolled and in physical attendance 2 of the 4 semesters  
 immediately preceding their senior year.](#)

- 1       • In the event multiple students meet all of the aforementioned criteria and a tie still exists, the  
2       highest achieved ACT composite controls.
- 3       • ~~Middle College course work will not be factored in determination of valedictorian and~~  
4       ~~salutatorian.~~
- 5       • ~~Middle College students will have all college coursework transcribed into their official course~~  
6       ~~record. These students will receive a CCHS Middle College or an SMHS Middle College class~~  
7       ~~rank separate from high school students not classified as Middle College students.~~

8

9       ~~Honor roll students will be determined by standards approved by the Board. Students who meet these~~  
10      ~~standards, and who do not request otherwise, will have their names submitted to the principal for release~~  
11      ~~to the news media.~~

12      ~~Each school department or club, which presents honors or awards or conducts contests will file with the~~  
13      ~~principal the name of the honor, award or contest; the basis for selection of the award and honor; the~~  
14      ~~method of participation; and the reason for the contest.~~

15      ~~To become valedictorian or salutatorian, a student must be enrolled and in physical attendance in the~~  
16      ~~high school during the entire first semester of their senior year. The student must also have been enrolled~~  
17      ~~and in physical attendance 2 of the 4 semesters immediately preceding their senior year. The grades from~~  
18      ~~the final semester of their senior year will not be used in determining class standing.~~

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Legal References

1. TCA 49-6-407 TRR/MS 0520-01-03.05 (3)(c)
2. Tennessee State Board of Ed. Policy 3.301

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Cross References

- Grading System 4.600  
Graduation Requirements 4.605

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>10/28/21</b>
		Rescinds: <b>4.605</b>	Issued: <b>08/26/21</b>

## 1 *General*

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

3 Before high school graduation, every student shall:<sup>1</sup>

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

## 11 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

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

14 [Students who have received the below diplomas shall continue to make progress towards a regular high school  
diploma until the end of the school year in which they turn twenty-two \(22\) years old.](#)

## 15 *Special Education Diploma*

17 A special education diploma shall be awarded to students who have not met the requirements for a regular high  
18 school diploma but have:<sup>5</sup>

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

## 21 *Occupational Diploma*

22 Special education students who do not meet the requirements for a regular high school diploma may be  
23 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 24 1. Completed at least four (4) years of high school;
- 25 2. Made satisfactory progress on their IEP;
- 26 3. Maintained satisfactory records of attendance and conduct;
- 27 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
28 (SKEMA);
5. Has two (2) years of paid or non-paid work experience.

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

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

### 6 *Alternate Academic Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be  
8 awarded an alternate academic diploma if the student has:<sup>4</sup>

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

### 16 **STUDENT LOAD**

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

### 20 **EARLY GRADUATION<sup>7</sup>**

21 Student has met all Tennessee and Cumberland County Board of Education requirements for graduation.

### 22 **“MOVE ON WHEN READY” EARLY GRADUATION<sup>7</sup>**

23 High school students shall be permitted to complete an early graduation program. Students intending to  
24 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
25 soon thereafter as the intent is known.

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

- 27 1. Earn the required seventeen (17) credits;
- 28 2. Achieve a benchmark score for each required end-of-course exam;
- 29 3. Attain a cumulative Grade Point Average (GPA) of at least 3.2 on a 4.0 scale;
- 30 4. Meet the minimum ACT or SAT benchmark score;
- 31 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 32 6. Complete at least two (2) types of the following courses:
  - 33 a. Advanced Placement (AP);
  - 34 b. International Baccalaureate (IB);
  - 35 c. Dual enrollment; or
  - 36 d. Dual credit.

- 1 The Director of Schools shall develop administrative procedures to ensure that the early graduation
- 2 program is conducted in accordance with state law.

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Legal References

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

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Cross References

Class Size Ratios 4.201  
Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>6.200</b>	Issued: <b>10/28/21</b>

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:<sup>1</sup>

- 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.<sup>2</sup>

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.<sup>3</sup>

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:<sup>4</sup>

- 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;<sup>5</sup>
- 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:<sup>6</sup>

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.<sup>7</sup>

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 Plan<sup>8</sup>**

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

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

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

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

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

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

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

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

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

#### 25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

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

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

37

## 1 **RELEASED TIME COURSE**<sup>10</sup>

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)~~ **one (1)** unit of elective credit. The Director of Schools shall  
12 develop 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~~  
22 ~~to submit make-up work.)~~

~~All missed work from an excused absence may be made up.~~  
~~All missed work from an unexcused absence may be may up at principal's discretion.~~  
~~All missed work shall be completed by the end of the current grading period.~~

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  
31 or 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.<sup>11</sup> 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 REVOCATION<sup>2</sup>**

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 HEARING<sup>12</sup>**

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.

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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)

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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: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>01/23/20</b>
		Rescinds: <b>6.600</b>	Issued: <b>06/25/15</b>

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health  
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student  
3 through his/her school career.<sup>1</sup>

4 The name used on the record of the student entering the school ~~system~~ **district** must be the same as that  
shown on the birth certificate, unless evidence is presented that such name has been legally changed. If  
the parent/guardian does not have, or cannot obtain a birth certificate, then the name used on the records  
of such student shall be as shown on documents which are acceptable as proof of date of birth.

5 The name used on the records of a student entering the ~~system~~ **district** from another school ~~must~~ **shall** be  
the same as that shown on records from the school previously attended unless evidence is presented that  
such name has been legally changed as prescribed by law.

6 When a student transfers to another school within the ~~system~~ **district**, or to a school outside the ~~system~~,  
**school district** copies of the student's records, including the student's disciplinary records, shall be sent  
to the transfer school.<sup>2</sup>

7 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).<sup>3</sup>

## 8 **ACCESS TO STUDENT RECORDS**

9 Student records shall be confidential. Authorized school officials shall have access to and permit access  
10 to student education records for legitimate educational purposes.<sup>4</sup> A "legitimate educational interest" is  
11 the official's need to know information in order to:

- 12 1. Perform required administrative tasks;
- 13 2. Perform a supervisory or instructional task directly related to the student's education; and
- 14 3. Perform a service or benefit for the student or the student's family such as health care, counseling,  
15 student job placement, or student financial aid.

16 Authorized school officials may release information from or permit access to a student's education record  
17 without the parent(s)/guardian(s) or eligible student's\* prior written consent in the following instances:

- 18 1. To comply with a judicial order or lawfully issued subpoena. The school ~~system~~ **district** will  
make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student  
before making a disclosure;<sup>5</sup>
- 19 2. If the disclosure is an item of directory information;<sup>6</sup>

- 1 3. To comply with the requirements of child abuse reports to the extent known by the school  
2 officials including the name, address, and age of the **student child**; the name and address of the  
person responsible for the care of the **student child**, and the facts requiring the report;<sup>7</sup>
- 3 4. When certain federal and state officials need information in order to audit or enforce legal  
4 conditions related to federally **or state** supported education programs in the school district;<sup>8</sup>
- 5 5. When the school district has entered into a contract or written agreement for an organization to  
6 conduct scientific research on the system's behalf to develop tests or improve instruction,  
7 provided that the studies are conducted in a manner which will not permit the **disclosure of**  
personal identification of students and their parent(s)/guardian(s) by individuals other than  
representatives of the organization and the information will be destroyed when no longer needed  
for the purpose for which the study was conducted;<sup>9</sup>
- 8 6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined  
9 by the Internal Revenue Code;<sup>10</sup>
- 10 7. To accrediting organizations to carry out their accrediting functions;<sup>11</sup>
- 11 8. **To officials of another school, school district, or**  
**postsecondary institution** when a student seeks or intends to enroll in another school  
district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students **shall be**  
**notified of the transfer and shall** have a right to obtain copies of records transferred **as**  
**well as an opportunity to challenge the content of the record** under this provision;<sup>12</sup>
- 12 9. To financial institutions or government agencies that provide or may provide financial aid to a  
13 student in order to establish eligibility, to determine the amount of financial aid, to establish  
14 conditions for the receipt of financial aid, and to enforce financial aid agreements;<sup>13</sup>
- 15 10. To make the needed disclosure **to the appropriate officials in connection with** ~~in~~ a health or  
safety emergency when warranted by the seriousness of the threat to the student or other persons,  
when the information is necessary and needed to meet the emergency, **if knowledge of the**  
**information is necessary to protect the health or safety of the students or others**, when time is  
an important and limiting factor, and when the persons to whom the information is to be  
disclosed are qualified and in a position to deal with the emergency;<sup>14</sup>
- 16 11. To the Attorney General/designee for official purposes related to the investigation or prosecution  
17 of an act of domestic or international terrorism. An educational agency that, in good faith,  
18 produces education records in accordance with an order shall not be liable to any person for that  
19 production;<sup>15</sup>
- 20 12. To any agency caseworker or other representative of a state or local child welfare agency or  
21 tribal organization authorized to access the student's educational records when such agencies or  
22 organizations are legally responsible for the care and protection of the student.<sup>16</sup>
- 23 13. **To the Secretary of Agriculture/designee for purposes of conducting program monitoring,**  
**evaluations and performance measurements, provided that the data collected will be protected in a**  
**manner which will not permit the disclosure of personal identification of students and their**  
**parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the**

information will be destroyed when no longer needed for the purpose for which it was conducted;<sup>17</sup> and

24 14. To state and local authorities to whom information is specifically allowed to be reported or  
disclosed by state law that concerns the juvenile justice system and the system's ability to  
effectively serve, prior to adjudication, the student whose records were released.<sup>18</sup>

25

### ***Consent to Disclose Records***<sup>19</sup>

26 Authorized school officials may release information from a student's education record if the  
student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The  
written consent must include:<sup>17</sup>

- 27 1. A specification of the records to be released;  
28 2. The reasons for the disclosure;  
1 3. The person, organization, or class of persons or organizations to whom the disclosure is to be  
made;  
2 4. The signature of the parent(s)/guardian(s) or eligible student; and  
3 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

4 The student's parent(s)/guardian(s) or the eligible student\* may obtain a copy of any records disclosed  
5 under this provision.

## ***6 RECORDKEEPING***

7 The school district will maintain an accurate record of all requests to disclose information from or to  
8 permit access to a student's education records. The district will maintain an accurate record of  
9 information it discloses and access it permits. The district will maintain this record as long as it  
10 maintains the student's education record.<sup>18-20</sup>

11 The record will include at least:<sup>18-20</sup>

- 12 1. The name of the person or agency that makes the request;  
13 2. The interest the person or agency has in the information;  
14 3. The date the person or agency makes the request; and  
4. Whether the request is granted and, if it is, the date access is permitted, or the disclosure is made.

15 \* *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*  
16 *school, at which time all of the above rights become the student's right.*<sup>21</sup>

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 Legal References

1. 20 USCA § 1232g; ~~FRR/MS 0520-01-03-03(11)~~
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.* 20 USCA § 1232g
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B) 20 USCA § 1232g (b) (1) (J)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3) (5); 20 USCA § 1232g (b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. ~~FRR/MS 0520-01-03-03(9)~~ 20 USCA § 1232g (b)(1)(B)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g(b)(1)(L)
17. ~~34 CFR § 99.30~~ 20 USCA § 1232g (b)(1)(K)
18. ~~34 CFR § 99.32(a)~~ 20 USCA § 1232g (b)(1)(E)
19. 34 CFR § 99.30 20 USCA § 1232g (b)(2)(A)
20. 34 CFR § 99.32 (a)
21. 34 CFR § 99.3, 99.5, TCA 49-1-704

## Cross References

School District Records 1.407  
 Promotion and Retention 4.603  
 Testing Programs 4.700  
 Attendance 6.200  
 Withdrawals 6.207  
 Child Custody/Parental Access 6.209  
 Bus Safety and Conduct 6.308  
 Corporal Punishment 6.314  
 Disciplinary Hearing Authority 6.317  
 Admission of Suspended/Expelled Students 6.318  
 AIDS 6.404  
 Reporting Child Abuse 6.409  
 Media Access to Students 6.604

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records Inspection and Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date: <b>02/06/97</b>
		Rescinds:	Issued:

## 1 INSPECTION PROCEDURE

2 Parent(s)/ guardian(s) of students and eligible students\* may inspect and review the student's education  
3 records upon written request.<sup>1</sup>

4 Parent(s)/ guardian(s) or eligible students shall submit to the records custodian a request which identifies  
5 as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact  
6 the same to discuss how access will best be arranged as promptly and practicable as possible. This  
7 inspection procedure must be completed within 45 days from the receipt of the request.

8 The right to inspect and review educational records includes the right to a response from school officials  
9 concerning requests for explanation and interpretation of the data. School officials shall presume that the  
10 parent/guardian has the authority to inspect and review records relating to his/her child unless the school  
11 system has been advised that the parent/guardian does not have the authority under applicable state law  
12 governing guardianship, separation, and divorce.<sup>2</sup>

13 When a record contains information about students other than the parent/guardian's child or the eligible  
14 student, the parent(s)/ guardian(s) or eligible student may not inspect and review that information.<sup>2</sup>

## 15 ~~FEES FOR COPIES~~

16 ~~A reasonable fee for copies provided to parent(s)/guardian(s) or eligible students\* will be determined by~~  
17 ~~the Director of Schools. One copy of a student's transcript will be furnished free of charge. A charge of~~  
18 ~~\$1.00 will be made for each additional transcript. A charge of .25 per page will be made for copies of all~~  
19 ~~other records. If the fee represents an unusual hardship, it may be waived in part or entirely by the~~  
20 ~~Director of School or his/her designee.<sup>3</sup>~~

## 21 CORRECTION PROCEDURES

22 Parent(s) / guardian(s) of students or eligible students\* may seek to change any part of the student's  
23 record they believe to be incorrect.<sup>4</sup> The Director of School shall develop an acceptable procedure to  
24 establish an orderly process to review and correct an education record.

25 \*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary  
26 school, at which time all of the above rights become the student's right.

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Legal References

1. 34 CFR § 99.10
2. TRR/MS 0520-1-3-.09(5)(e)(3); 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

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Cross References

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Fees and Fines</b>	Descriptor Code: <b>6.709</b>	Issued Date: <b>02/23/17</b>
		Rescinds: <b>6.704</b>	Issued: <b>02/06/97</b>

## 1 FEES

2 School fees are defined as follows:<sup>1</sup>

- 3 1. Fees for activities that occur during regular school hours, including field trips;
- 4 2. Fees for activities and supplies required to participate in all courses offered for credit or
- 5 grades;
- 6 3. Equipment and supplies required to participate in interscholastic athletics and marching
- 7 band, if taken for credit;
- 8 4. Fees or tuition for courses taken for credit or grade during summer school;
- 9 5. Fees required for graduation ceremonies;
- 10 6. Fees for a copy of the student's records; and
- 11 7. Refundable deposits for locks or other security devices required for protection of school
- 12 property when used in conjunction with courses taken for credit or a grade.

13 School fees are not:<sup>1</sup>

- 14 1. Fines for overdue library books;
- 15 2. Fines for the abuse of school parking privileges and other school rules developed for the
- 16 safe and efficient operation of the school;
- 17 3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other
- 18 school property;
- 19 4. Charges for debts owed the school;
- 20 5. Refundable deposits for locks or other security devices required for protection of school
- 21 property when used in not-for-credit extracurricular activities;
- 22 6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
- 23 7. Tuition for non-resident students.

1 No fee will be charged any student as a condition to attending school,<sup>1</sup> but students shall be responsible  
2 for normal school supplies, such as pencils and paper.

3 School fees shall be waived for students who receive free or reduced-price school lunches.<sup>1</sup> The  
4 application/[list](#) for determining eligibility for free or reduced-price lunches ~~on a form supplied~~ by the State  
5 Department of Education shall be used to verify student eligibility for fee waivers.

6 At the beginning of the school year, each principal shall be responsible for providing to all students  
7 and their parents/guardians ~~written~~ notice of the required student fees and the process for fee waiver  
8 for students who receive free or reduced-price lunches. The parent/guardian of an eligible student  
9 must sign the appropriate application for free or reduced-price lunches and the waiver of school fees,  
10 but may pay for all or a portion of the school fees.

11 ~~Written~~ Notice of approval or denial of request for fee waivers shall be provided to all parents/  
12 guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent/  
13 guardian to meet with appropriate school personnel.

14 Persons collecting fees shall be provided a list containing only the names of those students eligible for  
15 waivers and for whom they are responsible for collecting fees. Any records related to this program  
16 which identify particular students shall be maintained in strictest confidence.

17 Prior to the beginning of school each year, the Board, upon the recommendation of the principals and  
18 Director of Schools, shall approve all student fees for the upcoming school year. Additional fees may  
19 be approved during the year as needed.

20 The Director of Schools shall be responsible for maintaining copies of all correspondence relating to  
21 this program.

22 No employee may charge a student for any service rendered on the school premises. Tutoring one's  
23 own student for pay is prohibited.

#### 24 **FINES<sup>2</sup>**

25 Students who destroy, damage, or lose school property, including but not limited to buildings, school  
26 buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing  
27 such materials or equipment.

28 The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or  
29 who has otherwise incurred a debt to a school may be held until the student or the student's  
30 parent/guardian has paid for the damages. Upon payment for damages the student's grades, diploma, and/or  
31 transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

32 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements  
33 with the administration for payment may result in suspension of the student. If payment is not  
34 remitted, the matter will be referred to the Board for final disposition.

- 1 Textbooks are available free to students as a loan. Parent(s)/guardian(s) will accept full responsibility
- 2 for the proper care, preservation, return, or replacement of textbooks issued to the student(s).
- 3 The condition of each book and a book number shall be recorded by the teacher issuing it.
- 4 The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life
- 5 of the book. Damage fines will be based on the wear beyond that normally expected for one year. For
- 6 one year's wear there will be no charge.
- 7 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the
- 8 current cost of replacing the book.

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#### Legal References

1. TCA 49-2-114; TRR/MS 0520-01-03-.03(14)
2. TCA 37-10-101, 102; TRR/MS 0520-01-03-.03(15)

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#### Cross References

Revenues 2.400  
Textbook Selection, Distribution and Care 4.401  
Care of School Property 6.311

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Advanced College Placement</b>	Descriptor Code: <b>4.203</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.203</b>	Issued: <b>02/24/11</b>

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

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

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

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Cross Reference:

Enrollment in College Level Courses 4.205

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Student Records Use of Records</h2>	Descriptor Code: <b>6.603</b>	Issued Date: <b>12/05/02</b>
		Rescinds: <b>6.603</b>	Issued: <b>02/06/97</b>

1 Authorized school officials will have access to and permit access to student education records for  
 2 legitimate educational purposes.<sup>1</sup> A “legitimate educational interest” is the official’s need to know  
 3 information in order to:

- 4 1. Perform required administrative or legal tasks;
- 5
- 6 2. Perform a supervisory or instructional task directly related to the student’s education;
- 7
- 8 3. Perform a service or benefit for the student or the student’s family such as health care,
- 9 counseling, student job placement, or student financial aid.

10 Authorized school officials may release information from or permit access to a student’s education  
 11 record without the parent(s)/guardian(s) or eligible student’s\* prior written consent in the following  
 12 instances:

- 13 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a  
 14 reasonable effort to notify the student’s parent(s)/ guardian(s) or the eligible student before  
 15 making a disclosure;
- 16
- 17 2. If the disclosure is an item of directory information;
- 18
- 19 3. To comply with the requirements of child abuse reports to the extent known by the school  
 20 officials including the name, address and age of the child, the name and address of the person  
 21 responsible for the care of the child, and the facts requiring the report;<sup>2</sup>
- 22
- 23 4. When certain federal and state officials need information in order to audit or enforce legal  
 24 conditions related to federally-supported education programs in the school system;
- 25
- 26 5. When the school system has entered into a contract or written agreement for an organization to  
 27 conduct scientific research on the system’s behalf to develop tests or improve instruction,  
 28 provided that the studies are conducted in a manner which will not permit the personal  
 29 identification of students and their parent(s)/ guardian(s) by individuals other than  
 30 representatives of the organization and the information will be destroyed when no longer  
 31 needed for the purpose for which the study was conducted;<sup>3</sup>
- 32
- 33 6. To appropriate officials if the parent(s)/ guardian(s) claim the student as a dependent as defined  
 34 by the Internal Revenue Code;

- 1 7. To accrediting organizations to carry out their accrediting functions;  
2
- 3 8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
4 Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records  
5 transferred under this provision;<sup>4</sup>  
6
- 7 9. To financial institutions or government agencies that provide or may provide financial aid to a  
8 student in order to establish eligibility, to determine the amount of financial aid, to establish  
9 conditions for the receipt of financial aid and to enforce financial aid agreements.  
10
- 11 10. To make the needed disclosure in a health or safety emergency when warranted by the  
12 seriousness of the threat to the student of other persons, when the information is necessary and  
13 needed to meet the emergency, when time is an important and limiting factor and when the  
14 persons to whom the information is to be disclosed are qualified and in a position to deal with  
15 the emergency.  
16
- 17 11. To the Attorney General or his designee for official purposes related to the investigation or  
18 prosecution of an act of domestic or international terrorism. An educational agency that, in  
19 good faith, produces education records in accordance with an order issued under this Act shall  
20 not be liable to any person for that production.<sup>5</sup>

21 Authorized school officials may release information from a student's education record if the student's  
22 parent(s)/ guardian(s) or the eligible student gives written consent for the disclosure. The written  
23 consent must include:

- 24 1. A specification of the records to be released;  
25
- 26 2. The reasons for the disclosure;  
27
- 28 3. The person, organization, or class of persons or organizations to whom the disclosure is to be  
29 made;  
30
- 31 4. The signature of the parent(s)/ guardian(s) or eligible student;  
32
- 33 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The  
34 student's parent(s)/ guardian(s) or the eligible student may obtain a copy of any records  
35 disclosed under this provision.

36 The school system will maintain an accurate record of all requests to disclose information from or to  
37 permit access to a student's education records. The system will maintain an accurate record of  
38 information it discloses and access it permits. The system will maintain this record as long as it  
39 maintains the student's education record.

40 The record will include at least:

- 41 1. The name of the person or agency that makes the request;

- 1        2. The interest the person or agency has in the information;
- 2
- 3        3. The date the person or agency makes the request; and
- 4
- 5        4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
- 6            made.
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Legal References

- 1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
- 2. TCA 37-1-403
- 3. TRR/MS 0520-1-3-.9-.14(7)(h)-(k)
- 4. TRR/MS 0520-1-3-.03(11)(e)
- 5. USA Patriot Act of 2001 § 507

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Cross References