

Policy Committee Meeting
August 9, 2023 4:30 PM
Central Services Board Room

1. Call to Order - Ms. Rebecca Hamby
2. Moment of Silence / Pledge of Allegiance - Ms. Rebecca Hamby
3. Approval of Committee Minutes
4. TSBA Discussion
5. Policies with District Changes
6. TSBA Suggestions
7. Policies for District Updates
8. Review Only Policies
9. Other Discussion
10. Adjournment

(* Indicates Board Approval Required)

Board of Education
June 20, 2023 5:30 PM
Central Services Board Room

The Policy Committee met on Tuesday, June 20, 2023 in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 5:31 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:	Absent
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Absent
Ms. Sheri Nichols:	Present
Robert Safdie:	Absent
Billy Stepp:	Absent
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

OTHERS PRESENT:

Rebecca Farley, CAO
Scott Maddox, 9-12 Supervisor
Earl Patton, Board Attorney
Mo Charnot, Media

1. **Call to Order** - Ms. Rebecca Hamby
2. **Moment of Silence / Pledge of Allegiance** - Ms. Rebecca Hamby
3. **Approval of Committee Minutes**-Ms. Hamby asked to look at making a correction on the last set of minutes. She referenced page 1, line 3 where it was said no one seconded the motion to approve last meeting's minutes. McCartney told her she would check, as sometimes it's hard to hear when members don't speak into the microphone. Stout made a motion to approve with possible correction. Stull with the second.

Motion to approve 5-10-23 Committee Minutes.

VOICE VOTE: (mover-yes) Stout

(seconder-yes) Stull

Yes: 4, No: 0

MOTION: Motion Carried

4. **Review Only Policies**-Hamby introduced the review only policies portion of the agenda. She asked for 2.9001 to be pulled out for discussion. Hamby made a motion to send the rest of the review only policies to the board meeting to be approved on the consent agenda. Nichols with the second. The policies that moved forward to the consent agenda for review only were:

-2.601
-3.501
-6.400
-6.401
-6.403
-6.4031
-6.404
-6.405
-6.408
-6.410
-6.411
-6.412
-6.413
-6.414
-6.500
-6.502
-6.5021
-6.702

Motion to approve Review only policies.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Nichols

Yes: 4, No: 0

MOTION: Motion Carried

5. **TSBA Recommendations**-Hamby introduced the TSBA recommendation portion of the agenda. She asked if Atty Patton had any issues with them. He said upon his review, they all seemed sound. Stout asked about 3.202 and questioned why line 7-9 "These procedures shall be in written form and distributed to all staff, students, and parents. However, the procedures/plans shall not be open to the public for inspection. In addition, any meetings involving school safety plans are not subject to the open meeting laws. " were being removed. Hamby said she had emailed TSBA and asked about that and was told these were district recommendations that our district had added-they were not required. Stout asked if those lines were being removed because the district didn't see a need to have them? Hamby said she

didn't see the need to have them and thought it was wordy. Boston said when a safety plan meeting was held, it wasn't open to public records. Maddox added that in today's time, plans and procedures for emergency and safety does not need to be handed out publicly in case someone wanted to use that against a facility. Stout asked about keeping the last line but removing the first. Hamby asked to verify that each school had a safety team. Boston replied yes. Hamby asked for any other discussion on any policies. Patton asked about line 6 on page 2 of the same policy. He asked if the plan was to not keep the drill records in the school offices any longer? Hamby recommended that it stay. Farley told the committee she wasn't sure if the drills were kept in the office any longer, they might possibly be kept online now. Patton then decided that if TSBA recommended removing it, then perhaps the district should follow. Hamby recommended the line read "maintained at each school". Farley verified with Magnusson and he said they are keeping drill records electronically and they are being converted to Navigate 360 software. Hamby made the motion to adopt TSBA's recommendations along with the changes the district would like to implement. Stull with the second.

Committee asked Farley to look at 4.204 and recommend changes under the 3rd grade promotion/retention section. After discussion, Farley recommended inserting the following on page 2 lines 14-18 "4 days", "the established summer program window", "Director of Schools/designee" and "student attendance contract". Hamby moved to approve the recommended changes. Nichols with the second.

Boston asked Patton to verify page 2, line 16, number 6 on policy 3.205-if the current MOU includes the clause that it remains effective for any length of time. After searching, Patton said he did not find that in the current MOU for our SRO's from the state. Boston asked for his recommendation and Patton said they would need to find why the discrepancy is there. Hamby made a motion to table this policy until Patton can research and decide how best this should read. Stout with the second.

Hamby told the committee that policies 1.400, 1.402, 1.404, 4.204, 5.119 need to go to the regular board meeting for first and final reading due to July 1 law change. The rest can go to the July board meeting since there were so many. Hamby made the motion as such, Stull with the second.

Motion to to approve TSBA's recommendations and district changes.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 4, No: 0

MOTION: Motion Carried

6. **District Recommendations**-Hamby introduced the district recommendation policies to the committee.
 - 4.205 Hamby made motion to approve with changes and Stout with second
 - 4.600 Hamby made motion to approve as presented and Nichols with second.
 - 4.602 Hamby made motion to approve as presented and Stout with the second.
 - 4.605 Stull made motion to approve as presented with changes and Stout with a second.
 - 6.200 Hamby made the motion to approve with taking out the strikethrough on page 2 line 4 and Stout with the second.

6.602 Hamby made the motion to approve with changes and Nichols with the second.

6.709 Hamby made the motion to approve as presented and Stout with the second.

Motion to to send district recommendations to July board meeting on consent agenda.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stout

Yes: 4, No: 0

MOTION: Motion Carried

7. **Duplicate Policies (For Deletion)**-Hamby presented policies 4.203 and 6.603 for deleting due to them both being covered under other policies that the district currently has adopted. Hamby made the motion to delete both policies, Stout with the second.

Motion to to delete recommended policies.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stout

Yes: 4, No: 0

MOTION: Motion Carried

8. **Other Discussion**-Hamby told everyone that Ms. Stout had asked to discuss 2.9001. The policy had currently been suspended at last month's board meeting so they would be able to give more funds to an archery team going to nationals. She asked if the committee needed to change the \$1500.00 so they didn't have to suspend this policy again in the future for another situation like this. Hamby said she would rather keep the amount the same if, in the future, the district has multiple groups asking for financial assistance to go to competition and they would not stretch the budget by increasing the amount or leaving it open-ended. After discussion, Stout had an understanding that competition comes at different times throughout the year and there's no way to set a deadline to know who many will ask for assistance. She appreciated the clarification.
9. **Adjournment**-The meeting was adjourned at approximately 6:41p.m. Stout with the motion for adjournment and Stull with the second.

Motion to to adjourn.

VOICE VOTE: (mover-yes) Stout

(seconder-yes) Stull

Yes: 4, No: 0

MOTION: Motion Carried

William Stepp
Director of Schools

Ms. Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and BOE

(* Indicates Board Approval Required

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 05/25/23
		Rescinds: 6.203	Issued: 04/23/20

1 Any student entering school for the first time should present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 4
- 5 2. Evidence of a current medical examination.² There shall be **evidence of** a complete medical
- 6 examination of every student entering school for the first time. This applies to kindergarten, first
- 7 grade and other students for whom there is no health record; and
- 8
- 9 3. Evidence of state-required immunization.³

10 The name used on the records of a student entering school must be the same as that shown on the birth
11 certificate unless evidence is presented that such name has been legally changed through a court as
12 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the name
13 used on the records of such student will be the same as that shown on documents which are acceptable
14 to the school principal as proof of date of birth.⁴

15 A child whose care, custody and support has been assigned to a resident of the district by a power of
16 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
17 filed.⁵

18 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
19 guardian moves his/her residence into the school system.

20 The residence of a non-custodial parent may not be used in determining the residence of a student.

21 **ADJUCATED DELINQUENT STUDENT**

22 If a student has at any time been adjudicated delinquent for any offences listed in TCA 49-6-3051(b),
23 the parents/guardian(s) and a school administrator of any school having previously received similar
24 notice from the juvenile court or another source shall provide to the school principal/designee the
25 abstract⁶ or other similar written information when any such student;⁷

- 26 1. Initially enrolls in an LEA;
- 27 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 28 3. Changes schools within this state.

29 This information shall be shared only with school employees who have responsibility for classroom
30 instruction of the student, the school counselor, social worker, or psychologist who is developing a plan

1 for the student while in the school, the clerk responsible for data entry, and the school resource officer.
2 Such information is otherwise confidential and shall not be released to others. The written notification
3 shall not become a part of the student's record.⁷

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154
7. TCA 49-6-3051

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Cumberland County Board of Education

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

1 **PHYSICAL EXAMINATIONS¹**

2 The principal/designee shall ensure that there is **evidence of a current medical** ~~a complete physical~~
3 examination of each student prior to:²

- 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
12 condition that might interfere with a student's progress.

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.³

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 or guardians to have their children
19 immunized and to provide such proof to the principal of the school which the student is to attend.⁴

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:

- 23 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
24 epidemic; ~~except in the event of a COVID-19 or any variant outbreak;~~⁵ or
- 25 2. Due to medical reasons if the student has a written statement from his/her doctor excusing him
26 from such immunization.⁷
- 27

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

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13 .01(1)(a)
3. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf 20 USCA§ 1232h (c)(2)(C)
4. TCA 49-6-5001(a)(c)
5. TCA 49-6-5001(b)(2) Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Cumberland County Board of Education

Monitoring: Date Last Received: 04/08/04	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date: 05/25/23
		Rescinds: 5.116	Issued: 04/03/08

1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the Director of Schools.¹ Before an additional position is established, the Director of
4 Schools will present to the Board a job description, qualifications, performance responsibilities and the
5 method by which the performance of these responsibilities will be evaluated.

6 The Director of Schools may revise the organizational plan as long as budgetary amounts are not
7 exceeded and board policy is not violated. In the event of reorganization, the Director of Schools will
8 adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member
9 of the board of the change and include the change in the Director's report at the next board meeting. If
10 change in personnel creates additional encumbrance on a future budget, prior approval of the Board is
11 required.

12 REDUCTION IN FORCE

13 When it becomes necessary to reduce the number of positions in the system because of a decrease in
14 enrollment or for other good reasons, the Board shall abolish the positions and dismiss such employees
15 as may be necessary.²

16 Licensed Personnel

17 Reductions in staff will be made according to which have the least detrimental effect on children. In
18 general, this objective dictates a staff reduction policy which:

- 19 1. Retains the most effective teachers;
- 20 2. Avoids undue increases in class size; and
- 21 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

22 The elimination of a position does not necessarily mean the person occupying the position will be
23 dismissed. When an employee is released, it is the responsibility of the Director to make a
24 recommendation to the Board about which employee shall be released and to justify the recommendation
25 based upon a composite of the following criteria:

- 26 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
27 evaluation;
- 28 2. Adaptability to other assignments (academic and extracurricular);
- 29 3. Evidence of professional growth as well as specialized or advanced training;

- 1 4. Previous history of grade levels and subject areas taught; and
2 5. Type, length and quality of service made to the teaching profession and the school system.

3 When a teacher is released because of reduction in staff, the teacher shall be given written notice of
4 release explaining the circumstances or conditions making dismissal necessary.

5 **Non-Licensed Personnel**

6 When a non-licensed employee is released because of a reduction in the number of support positions,
7 the Director of Schools shall give the employee written notice of dismissal explaining the circumstances
8 or conditions making termination of employment necessary.³

9 The contract of each non-licensed employee shall contain a statement regarding the reduction in force
10 policy.

11 **RECALL**

12 The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose
13 position is abolished.³ The fitness of any teacher for re-employment shall be determined on the basis of
14 the teacher's competence, compatibility and suitability to properly discharge the duties required by the
15 position with consideration for the best interests of the students in the school where the vacancy exists.²

16 It shall be the responsibility of the separated teacher to notify the Director of Schools in writing of his/her
17 availability and current address. A professional employee who is placed on the preferred re-employment
18 list and subsequently refuses the offer of a comparable position will be removed from the preferred list.⁴

19 Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall,
20 by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from
21 the list. The Director shall send the notice to the last known address of the teacher. A teacher who wishes
22 to remain on the preferred list for re-employment after the second year shall notify the Director of
23 Schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain
24 on the preferred list for re-employment.⁴

25 Employees returning from layoff shall have all previously accrued sick leave and seniority reinstated,
26 but shall not receive benefits for the period of the layoff.

Legal References:

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(d); TCA 49-2-301 (b)(1) (EE)
3. TCA 49-5-511(b)(1)
4. TCA 49-5-511(b)(4)

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Monitoring: Review: Annually, in January	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date:
		Rescinds:	Issued:

1 **CREATION OF POSITION**

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the Director of Schools.¹ Before an additional position is established, the Director of
4 Schools shall present to the Board a job description, qualifications, performance responsibilities, and the
5 method by which the performance of these responsibilities will be evaluated.

6 The Director of Schools may revise the organizational plan as long as budgetary amounts are not
7 exceeded and board policy is not violated. In the event of reorganization, the Director of Schools shall
8 adhere to all applicable reduction in force guidelines and shall inform, in a timely manner, the Board of
9 the change and include the change in the Director's report at the next board meeting. If changes in
10 personnel create additional encumbrances on a future budget, prior approval of the Board is required.

11 **REDUCTION IN FORCE**

12 When it becomes necessary to reduce the number of positions in the district because of a decrease in
13 enrollment or for other good reasons, the Board shall abolish the positions. The Board or the Director of
14 Schools, as appropriate, shall dismiss such employees as may be necessary.²

15 *Licensed Personnel*

16 Reductions in staff shall be made in an attempt to have the least detrimental effect on students.
17 Reductions shall be made in accordance with the following:

- 18 1. Retains the most effective teachers;
- 19
- 20 2. Avoids undue increases in class size; and
- 21
- 22 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

23 The elimination of a position does not necessarily mean the person occupying the position will be
24 dismissed. When an employee is released, the Director of Schools shall make the decision based upon a
25 composite of the following criteria:

- 26 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
27 evaluation;
- 28 2. Adaptability to other assignments (academic and extracurricular);
- 29 3. Evidence of professional growth as well as specialized or advanced training;

- 1 4. Previous history of grade levels and subject areas taught; and
- 2 5. Type, length, and quality of service made to the teaching profession and the school district.

3 When an employee is released because of reduction in staff, the teacher shall be given written notice of
4 the release explaining the circumstances or conditions making dismissal necessary.

5 *Non-Licensed Personnel*

6 When a non-licensed employee is released because of a reduction in the number of support positions,
7 the Director of Schools shall give the employee written notice of dismissal explaining the circumstances
8 or conditions making termination of employment necessary.³

9 **RECALL**

10 The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose
11 positions are abolished. The fitness of any teacher for re-employment shall be determined on the basis
12 of the teacher's competence, compatibility, and suitability to properly discharge the duties required by
13 the position with consideration for the best interests of the students in the school where the vacancy
14 exists.³

15 It shall be the responsibility of the separated teacher to notify the Director of Schools in writing of his/her
16 availability and current address. A professional employee who is placed on the preferred re-employment
17 list and subsequently refuses four (4) offers of a comparable position shall be removed from the preferred
18 list.⁴

19 Employees returning from a lay-off shall have all previously accrued sick leave and years of service re-
20 instated, but they shall not receive benefits for the period of the layoff.

Legal References

1. Tenn. Att'y Gen. Op. No. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(CC); TCA 49-5-511(b)(1)
3. TCA 49-5-511(b)(1)—(4)
4. TCA 49-5-511(b)(4)

Cross References

Recruitment of Employees 5.105
Supervision 5.108

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Service Animals	Descriptor Code: 6.5001	Issued Date: 05/25/23
		Rescinds: 6.5001	Issue 04/26/12

- 1 Cumberland County schools acknowledges its responsibility to permit students and/or adults with
2 disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at
3 school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35, subject to the
4 following:
- 5 1. All requests for an individual with a disability to be accompanied by a service animal must be
6 addressed in writing to the Director of Schools and must contain required documentation of
7 vaccinations. This written request must be delivered to the Director of Schools' Office at least
8 ten days prior to bringing the service animal to school or a school function.
 - 9 2. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of
10 animals, whether wild or domestic, will be permitted in schools as a "service animal."
 - 11 3. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a
12 student or adult with a disability in school buildings, in classrooms, or at school functions, will
13 be handled on a case-by-case basis, considering the type, size, and weight of the service animal
14 and whether the facility can accommodate these features will be decided on a case-by-case
15 basis.
 - 16 4. The animal must be required for the individual with a disability to be successful in the school
17 environment.
 - 18 5. The animal must be "individual trained" to do work or a task for the individual with a
19 disability.
 - 20 6. Owners of service animals are liable for any harm or injury caused by the animal to other
21 students, staff, visitors, and/or property.
 - 22 7. All service animals must be in sufficient control by handler at all times.
 - 23 8. A service animal must have a harness, leash, or other tether, unless either the handler is unable
24 because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or
25 other tether would interfere with the service animal's safe, effective performance of work or
26 tasks, in which case the service animal must be otherwise under the handler's control.
 - 27 9. All service animals must be housebroken.
 - 28 10. All service animals must be treated for, and kept free of, fleas and ticks.

- 1 11. All service animals must be kept clean and groomed to avoid shedding and dander.
- 2 12. Cumberland County Schools is not responsible for the care or supervision of a service animal,
3 including walking the animal or responding to the animal's need to relieve itself.
- 4 a. Cumberland County Schools is not responsible for providing a staff member to walk the
5 service animal or to provide any other care or assistance to the animal.
- 6 b. Students with service animals are expected to care and supervise their animal. In the
7 case of a young child or a student with disabilities who is unable to care for or supervise
8 his or her service animal, the parent/guardian is responsible for providing care and
9 supervision of the animal. Issues related to the care and supervision of service animals
10 will be addressed on a case-by-case basis at the discretion of the building administrator.
- 11 13. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC
12 (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and
13 Rabies.
- 14 14. All service dogs must be spayed or neutered.
- 15 15. Owners of service miniature horses must provide annual proof the vaccinations: Equine
16 Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinopneumonitis,
17 Influenza, Strangles.
- 18 16. Removal of a Service Animal: A school administrator may ask an individual with a disability
19 or his/her parents/guardians to remove a service animal from a school building, a classroom, or
20 from a school function if any of the following circumstances occur:
- 21 a. The animal is out of control and the animal's handler does not take effective action to
22 control it; or
- 23 b. The animal is not housebroken.
- 24 c. The animal's presence would "fundamentally alter" the nature of the service, program,
25 or activity.
- 26 If a public entity properly excludes a service animal under Sec. 35.136(b), it shall give the individual
27 with a disability the opportunity to participate in the service, program, or activity without having the
28 service animal on the premises. 28 C.F.R. Sec. 35.136 (c).

Legal Reference

1. ADA Regulations, 28 C.F.R. Part 35 (as amended, 2010).

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Monitoring: Review: Annually, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
3 miniature horses¹ are permitted for use by individuals with disabilities on district property and in district
4 facilities provided the individuals and their animals meet the requirements and responsibilities per
5 federal law.

6 When an individual with a disability seeks to bring a service animal into a district facility, the district is
7 entitled to ask the individual if the animal is required because of a disability and what work or task the
8 animal has been trained to perform.² The district is not entitled to ask for documentation that the animal
9 has been properly trained, but the individual bringing the animal into a district facility will be held
10 accountable for the animal's behavior.

11 Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of
12 a public entity's facilities where members of the public, participants in services, programs, or activities,
13 or invitees, as relevant, are allowed to go.

14 The district shall not ask or require an individual with a disability to pay a surcharge, even if people
15 accompanied by pets are required to pay fees, or to comply with other requirements generally not
16 applicable to people without pets.

17 **WORK OR TASKS PROVIDED BY SERVICE ANIMAL**

18 Any service animal brought into a district facility by an individual with a disability shall have been
19 trained to do work or perform tasks for the individual. The work or tasks performed by the service animal
20 shall be directly related to the individual's disability. Examples of work or tasks include, but are not
21 limited to:

- 22 1. Assisting individuals who are blind or have low vision with navigation and other tasks;
- 23
- 24 2. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- 25
- 26 3. Providing non-violent protection;
- 27
- 28 4. Pulling a wheelchair;
- 29
- 30 5. assisting an individual during a seizure;
- 31

- 1 6. Alerting individuals to the presence of allergens;
- 2
- 3 7. Retrieving items such as medicine;
- 4
- 5 8. Providing physical support and assistance with balance and stability to individuals with mobility
- 6 disabilities; and
- 7
- 8 9. Helping persons with psychiatric and neurological disabilities by preventing or interrupting
- 9 impulsive or destructive behaviors.

10 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
11 or other tether unless either the handler is unable because of a disability to use a harness, leash, or other
12 tether or the use of a harness, leash, or other tether would interfere with the service animal's safe,
13 effective performance of work or tasks. If this is the case, the service animal shall be under the handler's
14 control by means of voice control, signals, or other effective means.

15 **REMOVAL OF SERVICE ANIMAL**

16 District staff may ask an individual with a disability to remove a service animal from the premises if:

- 17 1. The animal is out of control and the animal's handler does not take effective action to control it;
- 18
- 19 2. The animal is not housebroken; or
- 20
- 21 3. The animal's presence would fundamentally alter the nature of the service, program, or activity.³

22 If the district excludes a service animal due to the reasons listed above, the district shall give the
23 individual with a disability the opportunity to participate in the service, program, or activity without
24 having the service animal on the premises.

Legal References

1. 28 CFR § 35.104; 28 CFR § 35.136(i)
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/27/23
		Rescinds: 4.403	Issued: 08/25/22

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.¹ 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 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.

19 Tier Two

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

25 Tier Three

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

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

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)
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

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **[insert title of employee]** shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

5 **[Note: The Board can include local standards.]**

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

15 **[Insert title of employee]** shall be responsible for periodically reviewing the district’s library collection
16 in line with these established standards. He/she shall post the list of library materials online.

17 **COMPLAINTS²**

18 **[The following is a suggested review process. The Board has discretion to create its own review
19 process. We encourage reaching out to your local board attorney if there are legal concerns.]**

20 **Tier I**

21 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
22 shall:

- 23 1. Inform the complainant of the selection procedures and make no commitments.
24
- 25 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
26
- 27 3. Inform the principal (and other appropriate personnel).
28
- 29 4. Keep challenged materials available for use during the reconsideration process.
30

1 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
2 may request review of the challenged materials by an ad hoc materials review committee within
3 [insert number] days. The review committee is appointed by the principal and should include certified
4 library media personnel, representatives from classroom teachers, one or more parents, and may
5 include one or more students. The principal will inform the Director of Schools of the review
6 committee's progress.

7 After receiving the challenged materials, the following steps should occur:

- 8 1. Read, view, or listen to the contested material in its entirety;
9
- 10 2. Check general acceptance of the material by reading recognized and evaluative reviews;
11
- 12 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
13 students who have access to the materials and whether the material is suitable for, and
14 consistent with, the educational mission of the school; and
15
- 16 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
17 material for its strength and value.

18 Tier II

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

24 Tier III

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

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

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); TCA 49-6-3803
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: Review: Annually, in April	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 05/25/23
		Rescinds: 6.201	Issued: 05/22/14

- 1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
2 private school.¹ A parent/guardian or legal custodian who believes that their child is not ready to at-
3 tend school at the designated age of mandatory attendance may make application to the principal of the
4 public school which the child would attend for a one (1) semester or one year deferral in required at-
5 tendance. Any such deferral shall be reported to the Director of Schools by the principal.² Under certain
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the
7 compulsory attendance law.³
- 8 Any child residing within the state who is or will be five (5) years of age on or before August 15 for all
9 school years thereafter, who makes application for admission, shall be enrolled in the school designated
10 by the Board.⁴
- 11 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)
12 may request that the child be admitted into kindergarten. Upon a request, the Director of
13 Schools/designee shall administer an evaluation and examination. If the results indicate that the child is
14 sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The
15 Director of Schools shall develop procedures and forms to implement the provisions of this policy.
- 16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁵
- 17 A child entering a special education program shall be no less than three (3) years of age.⁶
- 18 A person eighteen (18) years of age or older who applies for admission must have the application ap-
19 proved by the principal and Director of Schools when:
- 20 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
 - 21 2. He/she has dropped out of school and wants to re-enter.
- 22 The compulsory attendance law shall not apply to the following:⁷
- 23 1. A student who has received a diploma or other certificate of graduation;
 - 24 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
 - 25 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent
26 to conduct home school with the Director of Schools; or
 - 27 4. A student enrolled in a home school who has reached the age of seventeen (17).

Legal References

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005; TCA 49-6-3001
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA § 1401(3)(B)

Cross References

Special Education Program 4.202
Adult Education Program 4.208
Special Education Students 6.500

[Click here to choose a school board.](#)

Monitoring: Review: Annually, in March	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 Children between the ages of six (6) and seventeen (17) years shall attend a public or private school.¹ A
2 parent/guardian who believes that his/her child is not ready to attend school at the designated age of
3 mandatory attendance may make application to the principal of the school where the child would attend
4 for a one (1) semester or one (1) year deferral in required attendance. Any such deferral shall be reported
5 to the Director of Schools by the principal.² Under certain circumstances, the Board may temporarily
6 excuse students from complying with the provisions of the compulsory attendance law.³
- 7 Any child residing within the state who will be five (5) years of age by August 15th and applies for
8 enrollment shall be enrolled in the school designated by the Board.⁴
- 9 If a child will be five (5) years of age on or before September 30th, such child's parent(s)/guardian(s) may
10 request that the child be admitted into kindergarten.⁵ Upon request, the Director of Schools shall
11 administer an evaluation and examination. If the results indicate that the child is sufficiently mature
12 emotionally and academically, then the child may be enrolled into kindergarten. The Director of Schools
13 shall develop procedures and forms to implement the provisions of this policy.⁴
- 14 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁶
- 15 A child entering a special education program shall be no less than three (3) years of age.⁷

Legal References

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005; TCA 49-6-3001
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA § 1401(3)(B)

Cross References

- Special Education 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

Cumberland County Board of Education

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

1 **General¹**

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.²

15 The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.
16 The principal shall notify the Director of Schools as soon as practical, but no longer than twenty-four
17 (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 **LAW ENFORCEMENT SERVICES¹**

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 with a chief of a law enforcement
26 agency to provide school policing. Any memorandum of understanding shall address, at a minimum,
27 the following issues:

- 28 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
29 with all laws, regulations and rules of the Peace Officer Standards and Training Commission

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

26 **CYBERSECURITY⁴**

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. TCA 49-6-805(9)

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/27/23
		Rescinds: 6.200	Issued: 08/25/22

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

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

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

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

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

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

19 Excused absences shall include:⁴

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

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

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

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

6 The Principal shall be responsible for ensuring that:⁶

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

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

10 3. All student absences are verified;

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

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

13 **TRUANCY**

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

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

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

29 **Progressive Truancy Plan⁸**

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

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

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

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

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

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

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

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

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

25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

37

1 RELEASED TIME COURSE¹⁰

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

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

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

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

13 MAKE-UP

14 All missed work from an excused absence may be made up.

15 All missed work from an unexcused absence may be made up at principal's discretion.

16 All missed work shall be completed by the end of the current grading period.

17 Extenuating circumstances may be appealed to the building principal.

18 EXAM EXEMPTIONS

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

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

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

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

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

26 STATE-MANDATED ASSESSMENT

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

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

3 Extenuating circumstances may be appealed to the building principal.

4 **CREDIT/PROMOTION DENIAL**

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

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

11 **DRIVER'S LICENSE REVOCATION²**

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

14 **ATTENDANCE HEARING¹²**

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

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

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

28 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
29 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
30 Following the review, the Board may affirm or overturn the decision of the Director of schools/designee.
31 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
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); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Use of Personal Communication Devices in School	Descriptor Code: 6.312	Issued Date: 09/22/16
		Rescinds: 6.312	Issued: 11/04/04

- 1 A student may possess a personal communication device such as a cell phone tablet, iPad, or any similar type
2 device, in school, on school property, at after school activities and at school- related functions, provided
3 that during school hours and on a school bus the personal communication device remains off and concealed
4 from view. High School students are permitted to use personal communication devices during class change
and lunch.
- 5 At no time will any student utilize a personal communication device in an attempt to undermine
6 instructional practices or violate an individual's privacy.
- 7 This does not restrict the use of communication devices as an instructional tool to be used at the
8 discretion of the teacher.
- 9 Possession of a personal communication device by a student is a privilege which may be forfeited by
10 any student who fails to abide by the terms of this policy.
- 11 Violations of this policy may result in disciplinary action against the student and confiscation of the
12 personal communication device.
- 13 Any student possessing a personal communication device shall assume all responsibility for its care. At
14 no time shall Cumberland County School System be responsible for preventing the theft, loss or
15 damage to personal communication devices brought onto its property.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 02/23/23
		Rescinds: 3.3001	Issued: 04/24/14

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

- 3 Cellular phones provided to employees are for official school board business only and shall not be used
- 4 for personal purposes except in case of emergencies.

- 5 The Director of Schools/designee shall develop procedures for assignment and use of phones. All
- 6 employees assigned a cellular phone will be responsible for any loss or damage to the instrument.
- 7 Supervisors will annually review the use of the cellular phone to determine the need for their continued
- 8 use.

Cumberland County Board of Education

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

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

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

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

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

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

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

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 07/27/17
		Rescinds: 1.100	Issued: 12/18/08

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers
3 representing local citizens and the state in the management of the public schools.¹

4 The governing body shall be the Board of Education, serving residents within the boundaries of the
5 school system and non-residents under conditions specified by state law and the Board.²

6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official meeting of the Board.

8 Board actions, decisions, and policies are official only when approved by the majority of the membership
9 of the Board at a legally constituted meeting of the Board and recorded in the official minutes of the
10 Board.³

11 In other instances, an individual board member, including the chairman, shall have power only when
12 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102 (c)
2. TCA 49-6-3104
3. TCA 49-2-202

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date: 12/05/19
		Rescinds: 1.101	Issued: 07/27/17

1 The Board will oversee the operation of the school district in compliance with state and federal laws.¹

2 The Board shall strive to provide the best education opportunities possible for all children.

3 The Board will function only when in session. The Board's required functions include, but are not
4 limited, to the following:

5 **GENERAL**

6 1. To develop and adopt a strategic plan in consultation with the Director of Schools;²

7

8 2. To adopt all policies required by state or federal law;³

9

10 3. To approve school zones;⁴

11

12 4. To approve the district calendar;⁵

13

14 5. To adopt district safety plans;⁶

15

16 6. To approve the closure of facilities, if needed;¹

17

18 7. To approve an insurance provider;¹ and

19

20 8. To approve/modify the agenda at the beginning of the board meeting.¹

21 **FISCAL**

22 1. To approve and adopt the budget;¹

23

24 2. To approve purchases outside the budget on a case-by-case basis in accordance with board
25 policy;¹

26

27 3. To approve budget transfers;⁷

28

29 4. To adopt the district salary schedule;⁸

30

31 5. To approve a differentiated pay plan;⁹

32

- 1 6. To approve funding for the district maintenance plan and capital requests;¹
 2
 3 7. To approve the location and scope of new building projects;¹ and
 4
 5 8. To approve bids.¹

6 **INSTRUCTION AND STUDENTS**

- 7 1. To adopt the curriculum;¹
 8
 9 2. To adopt textbooks;¹⁰
 10
 11 3. To review student disciplinary issues appealed to the Board and make a final determination;¹¹
 12
 13 4. To authorize or prohibit the use of corporal punishment;¹²
 14
 15 5. To approve or deny admission of students expelled from other school districts;¹³ and
 16

17 **PERSONNEL**

- 18 1. To employ and evaluate the Director of Schools;¹
 19
 20 2. To grant tenure to eligible teachers;¹⁴ and
 21
 22 3. To dismiss tenured teachers.¹⁵

Legal References

1. TCA 49-2-203
2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

Cumberland County Board of Education

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

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

2 **NUMBER¹**

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
6 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.²
7 To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a
8 G.E.D or HiSET³ and be a qualified voter and resident in the county for one (1) year prior to the
9 qualifying deadline for running as a candidate.⁴

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

12 **TERMS OF OFFICE¹**

13 Members of the Board shall serve four (4) year terms.

14 **VACANCIES**

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

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

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809
5. TCA 49-2-202(a)(2)
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)

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date: 07/27/17
		Rescinds: 1.108	Issued: 07/08/13

1 Whenever a person is considered by the Director of Schools for initial employment in the system and
 2 that person is related to a member of the Board, the Director of Schools, an administrator in the
 3 system, a county commissioner, or any appointed or elected county official, the relationship shall be
 4 made known to the Board prior to the employment of such person.¹

5 If a member of the Board has a relative who is an employee in the system, prior to voting on any
 6 matter of business that may have an effect upon the employment of the relative, the member shall
 7 declare such relationship. In making such a declaration, the member shall certify that his/her vote on
 8 the pending matter will be in the best interest of the school system.¹

9 No person shall directly supervise or be directly supervised by an employee if he/she is related to the
 10 employee.

11 For purposes of this policy, the terms “related to” and "relative" include the following relationships:
 12 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
 13 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

Legal References

1. TCA 49-2-202(a)(3);

Cross References

Assignment/Transfer 5.115

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Boardmanship Code of Conduct	Descriptor Code: 1.2021	Issued Date: 01/23/20
		Rescinds: 1.1061	Issued: 09/28/17

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **MY RELATIONS TO THE CHILDREN**

4 1. I will at all times think in terms of “children first,” always determining how my actions and
5 decisions will affect the education and training of children.

6
7 2. I will seek to provide equal educational opportunities for all children.

8 9 **MY RELATIONS TO MY COMMUNITY**

10
11 1. I will endeavor to appraise fairly both the present and future educational needs of the
12 community and to support improvements as finances permit.

13
14 2. I will represent, at all times, the entire school community and refuse to represent special
15 interests or partisan politics.

16
17 3. I will endeavor to keep the community informed about the progress and needs of the schools.

18
19 4. I will represent the Board and the school district to the public in such a way as to promote both
20 interest and support.

21
22 5. I will refer to other board members, staff, students, and the public with respect when using
23 social media.

24 **MY RELATIONS TO TEACHERS AND PERSONNEL**

25 1. I will support the employment of those persons best qualified to serve as employees and insist
26 on a regular and impartial evaluation of all staff.

27
28 2. I will support and protect personnel in performance of their duties.

29
30 3. I will not criticize employees publicly but will express any relevant concerns to the Director of
31 Schools for investigation and action if necessary.

32
33

1 MY RELATIONS WITH OTHER BOARD MEMBERS

- 2 1. I will understand that the Board makes decisions as a team and that individual board members
3 may not commit the Board to any action.
4
- 5 2. I will accept the will of the majority vote in all cases and give support to the resulting action.
6
- 7 3. I will work harmoniously with other board members without trying to dominate the Board or
8 neglect my share of the work.
9
- 10 4. I will refuse to make promises as to how I will vote on a matter that will come before the
11 Board.
12
- 13 5. I will make decisions only after a complete discussion of items at a Board meeting.

14 MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

- 15 1. I will support the full administrative authority and responsibility of the Director of Schools to
16 properly discharge all professional duties.
17
- 18 2. I will hold the Director of Schools accountable for working with staff and requiring them to
19 work within the framework of policies set up by the Board.
20
- 21 3. I understand that the Board sets the standards for the school district through policy.
22
- 23 4. I will refer complaints and concerns to the Director of Schools when appropriate.
24

25 MY RELATIONS TO MYSELF

- 26 1. I will uphold the integrity and independence of the position.
27
- 28 2. I will become familiar with federal and state education laws and school board policies.
29
- 30 3. I will educate myself regarding my duties and responsibilities and current educational issues by
31 individual study and through participation in programs providing needed information.
32
- 33 4. I will continually advocate for the goals of the school district.
34
- 35 5. I will vote and act impartially for the good of the school district.
36
- 37 6. I will avoid conflicts of interest and will refrain from using my position on the Board for
38 personal or partisan gain.
39
- 40 7. I will strive to attend all board meetings and become informed concerning the issues to be
41 considered at those meetings.
42

- 1 8. I will model civility to students, employees, and all elements of the community by encouraging
- 2 the free expression of opinion by all board members and engaging in respectful dialogue with
- 3 fellow board members on matters being considered by the Board.

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date: 07/27/17
		Rescinds:	Issued:

- 1 The Board may occasionally engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will
- 4 detail:
 - 5 1. The specific objectives to be accomplished by the consultant;
 - 6 2. The specific tasks to be performed;
 - 7 3. The procedures to be used in carrying out the tasks;
 - 8 4. The target dates for the completion of tasks; and
 - 9 5. The method to be used to report results to the Board and/or to deliver any product to the Board.
- 10 The Director of Schools will establish procedures necessary to develop an efficient working
- 11 relationship between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 06/22/23
		Rescinds: 1.400	Issued: 07/27/17

- 1 The Board will transact all business at official meetings that 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.¹ Open meetings will be physically accessible to all students, employees, and interested
- 7 citizens.²
- 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.³

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 such 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.⁴

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 ATTENDANCE⁵**

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

- 27 1. A quorum of the Board shall be physically present at the meeting in order for any board
- 28 member to attend electronically;

1 2. Any board member wishing to participate electronically shall do so using technology that
2 allows the Chair to visually identify the board member; and

3 3. The responsibility for the connection lies with the board member wishing to participate
4 electronically. No more than three (3) attempts to connect shall be made unless the Board
5 chooses to make additional attempts.

6 *Work-Related Absence*

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

11 *Sickness or Period of Convalescence*

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

15 *Inclement Weather or Natural Disaster*

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

19 *Family Emergency*

20 *Family Emergency*
21 A board member may attend a meeting by electronic means if there is a family emergency that
22 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
23 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
24 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
25 or sister-in-law. The board member may only participate electronically two (2) times per year for this
26 reason.

27 *Military Service*

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 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: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Public Hearings</h2>	Descriptor Code: 1.401	Issued Date: 09/28/17
		Rescinds: 1.401	Issued: 06/01/00

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee shall
3 be entitled to a hearing, upon written request, as provided by law;¹
4
- 5 2. When a student has been suspended and the resolution has not been satisfactory;²
6
- 7 3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or
8
- 9 4. When the Board deems it to be in the public interest.

10 Any individual(s) requesting a hearing before the Board will make such request in writing stating the
11 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the
12 specific reasons for requesting the transfer. All requests for hearings must be received by the Board or
13 Director of Schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

- Appeals To and Appearances Before the Board 1.404
 Separation Practices for Non-Tenured Teachers 5.201
 Separation Practices for Tenured Teachers 5.200

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 09/28/17
		Rescinds: 1.403	Issued: 11/18/10

1 The executive committee of the Board shall be responsible for developing an agenda for each Board
2 meeting. Any board member may place items on the agenda for discussion. The particular order may
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled
6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is
7 distributed to the board members. At the beginning of each meeting, the Board shall, by a majority
8 vote, approve the agenda for the meeting which may involve the addition to or deletion of items
9 previously included on the agenda. The Board, however, shall not revise board policies or adopt new
10 ones unless such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the Director of Schools' office eight
13 (8) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda
14 shall forward any background information to the Director of Schools' office so that the material will be
15 included in the delivery to the board members prior to the meeting.

16 **CONSENT AGENDA**

17 While developing the agenda, executive committee shall identify routine or non-controversial items to
18 be placed on the consent agenda, which shall become a part of the regular agenda. If any member
19 objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an
20 action item requiring discussion. The remaining consent items shall be adopted in a single vote without
21 discussion.

22 **TIMED AGENDA**

23 The executive committee may assign to each item a certain amount of time determined to be sufficient
24 for disposing of each item on the agenda.

25 **ANNUAL AGENDA**

26 In September of each year, the Board shall adopt an annual planning calendar, stating month-by-month
27 actions required by law and those required to carry out the Board's annual goals and objectives and the
28 State Board of Education's performance standards. In addition, the annual agenda shall designate dates
29 to monitor/review-designated sections of the board policy manual and to evaluate progress of programs
30 for student achievement.

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 07/27/17
		Rescinds: 1.405	Issued: 11/18/10

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the
2 Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable
3 to the Board or by policies of this Board including the following exceptions.

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on
6 the basis of a majority of the membership of the Board.¹

7 Roll call votes will be used at the discretion of the chair or upon the request of any board member.
8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
9 individual vote may be recorded in the minutes. No secret votes shall be used.²

10 **CHAIR'S PARTICIPATION**

11 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
12 any other member without relinquishing the chair.³

13 **SUSPENSION OF RULES**

14 Rules of order may be suspended by a majority vote of the membership at any regular or special
15 meeting.

16 **CHALLENGES**

17 Procedural challenges to the rules of order must be made in a timely manner and not later than the next
18 successive meeting.
19

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 09/24/20
		Rescinds: 1.407	Issued: 10/26/17

1 The Director of Schools shall maintain all school district records required by law, regulation and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.⁵

9 All requests to inspect or receive copies of records shall be submitted to Human Resource Supervisor,
10 the district's public records request coordinator, and records custodian.⁶

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
12 Original documents remain intact and confidential information in copies produced for a requestor shall
13 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

14 **REQUESTS FOR INSPECTION²**

15 Citizens requesting to inspect public records may submit their request in person or by telephone, fax,
16 mail or email. Citizens requesting to inspect public records shall submit their request along with the
17 citizen's address to the district's public records request coordinator during normal business hours. The
18 coordinator shall submit the information to the appropriate records custodian. The records custodian
19 will contact the citizen and indicate when records will be available for inspection. The Citizen must
20 present a government issued photo identification card to the records custodian prior to inspecting the
21 records.

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request.

24 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
25 denial letter indicating the basis for the denial.

26 **REQUESTS FOR COPIES²**

27 Citizens requesting copies of public records shall complete and submit the Records Request Form and
28 a government issued photo identification card with the citizen's address to the district's public records
29 request coordinator during normal business hours. The coordinator shall submit the Records Request
30 Form to the appropriate records custodian.

1 The records custodian shall provide an estimate of the reasonable costs to produce the requested
2 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
3 Reasonable Charges found at [https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-
4 and-guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. The
5 records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay
6 the estimated reasonable costs by cash or check prior to the district producing the copies.

7 If the records cannot be made available within seven (7) business days, the records custodian shall
8 provide a records production letter indicating the time needed to complete the request.

9 If the request for copies is denied, the records custodian shall provide the citizen with a records request
10 denial letter detailing the basis for the denial.

11 **FREQUENT AND MULTIPLE REQUESTS**

12 When the total number of requests for copies made by a requestor within a calendar month exceeds
13 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
14 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
15 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
16 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
17 Charges found at [https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-
18 guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. Further, the
19 names of persons inspecting records and the date of inspection shall be recorded.

20 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

21 *Requests to Inspect a Public Record*

22 The district shall deny a request to inspect a public record from any citizen that has:

- 23 a. made two (2) or more requests to view a public record within a six-month period; and
- 24
- 25 b. for each request failed to view the record within fifteen (15) business days of receiving
- 26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
28 request. The district's public records request coordinator may waive this denial if he/she determines
29 that failure to view the record was for good cause.

30 *Requests for Copies of Public Records*

31 The district shall deny a request for copies of a public record from any citizen that has:

- 32 a. been provided with an estimate of the reasonable cost to produce the requested records;
- 33 b. agrees to pay such estimated reasonable cost prior to production of the records; and
- 34 c. fails to pay the actual cost after the records have been produced.

35 Additional requests from this citizen shall be denied until the original cost is paid.

1 **RECORDS RETENTION**

2 The Director of Schools and/or his/her designee(s) shall retain and dispose of school district records in
3 accordance with the following guidelines:^{2,4}

- 4 1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of
5 permanent or temporary value in accordance with regulations promulgated by County Public
6 Records Commission and the Tennessee Institute for Public Services records manual;^{8,9}
- 7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{10,11}
- 9 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
10 transferred to the State Library and Archives. The temporary value records rejected by the State
11 Library and Archives may be transferred to another institution or destroyed;^{10,11,12}
- 12 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
13 Director of Schools desires to destroy the original permanent record, these records must be
14 reproduced by microfilming or some other permanent reproduction method. Permission to
15 destroy any original permanent record after microfilming follows the same procedure noted
16 above for temporary records;^{9,11} and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal or loss of records.¹³

19 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:**¹⁴

20 *Mrs. Kim Bray*

21 *Office: 931-484-6135, kbray@ccschools.k12tn.net*

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date: 07/27/17
		Rescinds:	Issued:

1 The Director of Schools is responsible for implementing board policies and for clarification to staff,
2 students, and the public.¹

3 The Director of Schools, in consultation with principals, staff members, and other persons and groups
4 as appropriate to the topic, will develop administrative procedures as necessary to implement board
5 policies or for the items deemed necessary for the efficient operation of the schools.²

6 Within the policies and procedures of the Board and the Director of Schools, the principals are
7 authorized to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The Director of Schools is directed to establish a plan for preserving the administrative procedures and
10 making them accessible to all employees.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Qualifications/Duties of the Director of Schools 5.802

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 10/25/18
		Rescinds: 1.701	Issued: 07/27/17

- 1 The Board shall develop comprehensive, long-range plans based on the following:
- 2 1. Identifying and analyzing the major factors that affect what and how students learn;
- 3 2. Developing and implementing a written five-year plan to include a mission statement, goals,
- 4 objectives, strategies, and address the State Board of Education Master Plan, and such plan shall
- 5 be updated annually;¹
- 6 3. Establishing annual program improvement objectives, including major activities, expected
- 7 outcomes, time-lines, responsible persons, and required resources; and
- 8 4. Basing major budget decisions on long-range plans.

9 Each principal of each school shall work with the Director of Schools to develop and implement a school
10 improvement plan. The plan shall be updated annually and include areas such as curriculum, instruction,
11 professional development, and community partnerships and address the long-range strategic plan of the
12 school system.¹

13 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
14 of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range
15 plans; to determine which goals have been achieved and whether any new efforts are needed; and to
16 review major issues that may affect the future. The Director of Schools shall develop necessary
17 procedures, forms, or other measures to implement the goals of this policy.

18 A planning coordinator may be designated by the Director of Schools to help coordinate system-wide
19 planning efforts, establish and coordinate an issues management process, aid district staff in
20 developing specific plans, and monitor implementation schedules.

21

Legal References

1. TRR/MS 0520-01-03-.03(14) State Board of Education Policy 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101
Qualifications/Duties of the Director of Schools 5.802

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 12/03/20
		Rescinds: 6.317	Issued: 08/27/15

1 A Disciplinary Hearing Authority (DHA)¹ shall conduct hearings of appeals for students who have
2 been suspended for more than ten (10) school days. The Board shall appoint a DHA which shall
3 consist of 9 members comprised of Central Service personnel, one of which must be a licensed
4 employee of the Board. The Director of Schools shall recommend members of the DHA to the Board
5 for approval annually. All appointments are for one (1) year terms and subject to reappointment. Board
6 members shall not serve on the DHA¹. Each hearing shall be conducted by a maximum of three (3)
7 members of the DHA.
8

9 The Director of Schools shall appoint a chairman of the DHA from the members appointed by the
10 Board. The chairman shall perform the following duties:

- 11 1. Set the time, place and date for each hearing;
- 12 2. Maintain order and structure during each hearing; and
- 13 3. Prepare, sign, and disseminate the minutes of each meeting.

14
15 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide
16 written notification to the parent(s)/guardian(s) of the student, and any other appropriate persons of the
17 time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the
18 beginning of the suspension.²

19 The DHA may take the following disciplinary actions: ³

- 20 1. Affirm the decision of the school principal;
- 21 2. Order removal of the suspension/expulsion unconditionally;
- 22 3. Order removal of the suspension/expulsion upon such terms and conditions as it deems
23 reasonable;
- 24 4. Assign the student to alternative placement; or
- 25 5. Suspend the student for a specified period of time.*

26 Within five (5) days of the DHA rendering a decision, the student, principal, principal/teacher, or
27 assistant principal may appeal the decision of the DHA to the Director of Schools. The Director of
28 Schools shall review the record and notify the individuals of his/her decision. Absent a timely appeal,
29 the decision of the DHA shall be final.

30 The student, principal, principal/teacher, or assistant principal may then request a review by the Board
31 and the Board shall review the record.

32 Following the review, the Board may take the following actions:

1 *Grant Request for Hearing*⁴

2 If the Board grants a hearing, it shall provide notice to the student and/or his/her parent(s)/guardian(s).
3 The notice of the hearing shall include a statement that, unless the student or the student's
4 parent(s)/guardian(s) requests an open hearing in writing within five (5) days of receipt of the notice,
5 the hearing shall be closed to the public.³

6 The Board may affirm, overturn, or modify the decision of the DHA, including the imposition of a
7 more severe penalty.

8 *Deny Request for Hearing*⁴

9 If the Board does not grant a hearing, it may affirm, overturn, or modify the decision of the DHA. The
10 Board shall not impose a more severe penalty than that imposed by the DHA without first providing an
11 opportunity for a hearing before the Board.

12 * Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a
13 school employee) require mandatory calendar year expulsion unless modified by the Director of
14 Schools.

15

Legal References

1. TCA 49-6-3401(c)(4)(C)
2. TCA 49-6-3401(c) (4)(D)
3. TCA 49-6-3401(c)(5)
4. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Suspension/Expulsion 6.316
Zero Tolerance Offenses 6.309
Alternative Education 6.319
Student Records 6.600