

**Policy Committee Meeting**  
**September 13, 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. Policy 4.700 Testing Programs
5. Policy 6.312 Use of Personal Communication Device
6. Other Discussion
7. Adjournment

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

**Board of Education**  
**August 9, 2023 4:30 PM**  
Central Services Board Room

The Policy Committee met on Wednesday, August 9, 2023, in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 4:30 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

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

**OTHERS PRESENT:**

Earl Patton, Board Attorney  
Kelly Smith, SMHS Principal  
Heather Mullinax, Media

1. **Call to Order** - Ms. Rebecca Hamby
2. **Moment of Silence / Pledge of Allegiance** - Ms. Rebecca Hamby
3. **Approval of Committee Minutes**-Hamby asked for a motion to approve minutes. Stout made the motion and Stull with the second.

Motion to approve 6-20-23 Committee Minutes.

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

(seconder-yes) Stull

Yes: 5, No: 0

**MOTION: Motion Carried**

4. **TSBA Discussion**-Hamby told everyone that she put this item on the agenda because both she and Ms. McCartney had spoken with TSBA legal dept and she felt the district needed to let TSBA do what they are paid to do which is review our policies and make sure they are in line with all state laws and legislation. Stout asked if the policy that we have that says our policies will be reviewed annually needs to be re-worded. Hamby said they could pull that policy and look at it later. McCartney told the committee that TSBA recommended that the district adopt their model policies and that ensures that all updated laws and legislation are up to date.

Hamby then made a motion to stop the review only policies and Stull with the second.

Motion to stop review only policies.

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

(seconder-yes) Stull

Yes: 5, No: 0

**MOTION: Motion Carried**

5. **Policies with District Changes**-Policies 6.203 and 6.204. Hamby told everyone that Ms. Polson, Nursing Supervisor, has brought about the request to add the current changes. Stull asked if lines 20-26 from policy 6.402 could be added to policy 6.203. Patton said he doesn't see any problems with this change. He said to also use policy 6.402 as a cross reference to 6.203. Patton said it needs to be made clear that those exceptions are for state required immunizations. Stull made a motion to add lines 20-26 from policy 6.402 to policy 6.203 under number 3, page 1, line 9 and also cross reference policy 6.402. Hamby with the second.

Motion to add lines 20-26 from policy 6.402 to policy 6.203 under number 3, page 1, line 9 and also cross reference policy 6.402.

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

(seconder-yes) Hamby

Yes: 5, No: 0

**MOTION: Motion Carried**

6. **TSBA Suggestions**-Policies 5.116, 6.5001, 4.403, 6.201 were presented for recommendations from TSBA.  
5.116-TSBA said there was some outdated language in the recall section and they recommended

aligning with state law. Hamby made a motion that the district adopt TSBA's model policy for this one. Stull made a second.

6.5001-TSBA deferred this one to our attorney. After much discussion on this one, Patton said federal guidance gives questions that you can and cannot ask pertaining to service animals. He said that TSBA's model policy is sufficient given the current state of the law. Stout asked if the animals needed to follow city and county vaccination laws. Patton said several counties do not have those requirements and no laws were referenced. Hamby made a motion to delete 6.5001 and keep 3.218 and have it align with TSBA's model policy. Stout with the second.

4.403-TSBA recommends revising the policy so the board is the final step in the complaint process. In discussing this, it was decided that at the end of the Tier Two section paragraph, that the sentence "The DOS shall make a determination and notify the complainant" should be added. On page 2 remove lines 10-18. On page 2, line 8 remove "and the board". Hamby made the motion for the changes and Stout with the second.

6201-TSBA had concerns that our policy doesn't include the complete list of when students are excluded from compulsory attendance. Hamby made a suggestion to adopt TSBA's model policy. Patton said he felt that was best. Patton also said that the TCA reference was not accurate on their model policy, so he suggested making the #7 TCA reference to read 20 USCA 1401 a (1) (B). Hamby made a motion to adopt the model policy and change the TCA reference. Stout with the second.

Motion to adopt changes as presented.

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

(seconder-yes) Stout

Yes: 5, No: 0

**MOTION: Motion Carried**

7. **Policies for District Updates**-Policies 3.205, 6.200, 6.312, 3.3001 were presented as policies for the district or attorney to revisit.

3.205-Patton asked the committee to table this again as he is currently in the middle of reviewing the new state-mandated MOU that we have to use for our SRO's. Hamby made the motion to table and Stout with the second.

3.3001-Hamby said she didn't mean to put this one the agenda, nothing further needs to be done.

5.613-Hamby said this policy needs to be pulled and deleted as other policies cover this.

6.200-Hamby said she put this on here because she wanted discussion. She said a student last year was exempt from finals, but at the end of the year during finals time, he had a death in the family and had to miss and he ended up having to take finals. Hamby wanted some kind of clause to be added so that students weren't punished for an incident like this. Smith, SMHS principal, said she does not agree, and this needs to remain black and white. She doesn't feel that it hurts for students to take finals. Stull agreed. Boston said this was an isolated event and she does not recommend changing policies for isolated events. No changes recommended.

6.312-Hamby said she has questions since this policy doesn't align with TSBA's model policy. Stepp

said that he tells admins do not get in the students' phones. Only if it looks like they are using a phone to cheat. Otherwise, legally, leave it to the SRO's. And procedures are also in place for this policy. Stout asked if the words "could be subject to search" could be added to procedures? Patton said he doesn't hate that idea and Boston said Stepp could change that because it's in procedure. After looking at other counties' policies, it was decided to table this policy until further review.

Motion to approved recommended changes.

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

(seconder-yes) Stout

Yes: 5, No: 0

**MOTION: Motion Carried**

8. **Review Only Policies**-Hamby presented this portion and told everyone these would be passed on to the consent agenda and then this would be the last time we would have review only policies.

9. **Other Discussion**

10. **Adjournment**-Stout made the motion to adjourn and Stull with the second. The meeting was adjourned at approximately 5:48 p.m.

Motion to adjourn.

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

(seconder-yes) Stull

Yes: 5, No: 0

**MOTION: Motion Carried**

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

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

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

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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>02/23/23</b>
		Rescinds: <b>4.700</b>	Issued: <b>10/28/21</b>

## *General*

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

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;<sup>1</sup>
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.<sup>2</sup>

The Director of Schools shall be responsible for planning and implementing the program, which includes:

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

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.<sup>3</sup>

### **WEIGHTING TCAP SCORES**

TNReady<sup>4</sup> and End of Course (EOC)<sup>5</sup> scores will be included in students' final grades as follows:

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

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

The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of course.<sup>4,5</sup>

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

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

### **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

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

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

### **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

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

#### TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT<sup>9</sup>

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam. These exams shall be approved, administered, and graded by the school's principal/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For students in grades nine through twelve (9-12), the exam shall only cover the last course completed by the student (for example, if a student has completed English I, II, and III, the examination shall only cover English III).

The Director of Schools shall provide notice to parent(s)/guardian(s) of these exams.

#### HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES<sup>10</sup>

A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the student is not enrolled but attains a qualifying score on the eligible course's credit exam. The qualifying scores for these exams shall be presented to the Board at the July board meeting.

The Director of Schools/designee shall be responsible for determining which eligible courses will have a credit exam and shall provide high school students each semester the opportunity to take a credit exam for an eligible course offered. Each eligible course's credit exam shall be administered to any student seeking course credit within the first two weeks of the school year as determined by the principal. Before taking a credit exam, the student shall be notified of the qualifying score needed to receive credit for the eligible course and the grade that will be included in his/her overall grade point average if the student achieves a qualifying score on the credit exam. A student may only take a credit exam once.

A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to the student's graduation requirements and be included in the student's overall grade point average.

The Director of Schools/designee shall provide information on these exams to the Department of Education at the end of the school year per state law.

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**Legal References**

1. TCA 49-10-108

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**Cross References**

Student Surveys, Analyses, and Evaluations 6.4001

2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. TRR/MS 0520-07-01-.03(3)
10. Public Acts of 2023, Chapter No. 269; State Board of Education Policy 2.103

Student Records 6.600

# Cumberland County Board of Education

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

- 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.

# White County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date: <b>05/11/17</b>
		Rescinds: <b>J-73</b>	Issued: <b>04/10/14</b>

## 1 *General*

2 A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible  
3 signal, displays a message or otherwise summons or delivers a communication to the possessor.

4 Personal electronic devices include, but are not limited to: cameras, MP-3 players, CD players, iPods,  
5 iPads, laptops, electronic gaming devices, tablets, Kindles, wearable technology such as eye glasses,  
6 rings, or watches that have the capability to record, live stream, or interact with wireless technology,  
7 etc.

8 The permitted use of the above devices during the school day is outlined below:

### 9 **USE BY STUDENTS IN PRE-K – 8<sup>TH</sup> GRADE**

10 Students may possess PCDs and/or personal electronic devices while on school property. The devices  
11 may be used before and after school. During school hours, the PCD/personal electronic device must be  
12 in the "OFF" mode and must be kept in a backpack, purse, or similar personal carry-all. The principal  
13 or the principal's designee may specifically grant permission for a student to use a PCD during class  
14 time for a specific academic purpose or at other times for other purposes that the principal deems  
15 appropriate.

### 16 **USE BY STUDENTS IN GRADES 9 – 12**

17 Students may possess PCDs/personal electronics while on school property. The devices may be used  
18 for reasonable and appropriate purposes before and after school, during lunch periods and during class  
19 change times. Students are not permitted to use any devices during instructional time, unless directed  
20 by the principal or the principal's designee. He/she may specifically grant permission for a student to  
21 use a PCD/personal electronic device during class time for a specific academic purpose or at other  
22 times for other purposes that are deemed appropriate.

### 23 **INAPPROPRIATE USE OF PCD AND/OR PERSONAL ELECTRONIC DEVICES**

24 A PCD/personal electronic device used outside these parameters may result in confiscation of the  
25 device until it can be released directly to the student's parent or guardian. The taking of photos or the  
26 recording of videos, whether by PCD or any other so capable device, in places where privacy is a  
27 reasonable expectation, is strictly prohibited. The use of a PCD or personal electronic device to bully,  
28 harass or intimidate others is strictly prohibited. In such cases, the device is subject to search and can  
29 be used as evidence in any disciplinary action taken.

1 Using a PCD or personal electronic device for any illicit activity including but not limited to taking,  
2 disseminating, or sharing of obscene, pornographic, lewd or otherwise illegal images, photographs or  
3 otherwise inappropriate images or photographs of other students at school, on a school bus or while  
4 attending any school event or activity will be subject to the disciplinary procedures of the school  
5 district and reported to law enforcement and other appropriate state or federal agencies.

6 Any student who possesses or uses a PCD/personal electronic device in violation of this policy may  
7 result in loss of PCD privileges and other disciplinary action as determined by each school's principal.

8 A specific outline of discipline measures related to inappropriate use of a cell phone or electronic  
9 device will be established at the school level and will be communicated to students and parents.

## 10 **EXAMINATION OF CELL PHONES/ELECTRONIC DEVICES**

11 If the school principal or his/her designee has reasonable suspicion that a PCD or personal electronic  
12 device is used in violation of this policy, the principal or his/her designee may review the history of the  
13 cell phone with respect to the call list log; text messages sent; and/or photographs taken. The principal  
14 or his/her designee may also review the contents of a PCD if they have reasonable suspicion to believe  
15 that any student's or other individual's safety and/or health are in danger. This shall be set forth in the  
16 handbook and disseminated to the parents and/or guardians of each student.

## 17 **AGREEMENT TO RULES AND POLICY**

18 By allowing a student to bring a PCD or personal electronic device to school, the parent/guardian and  
19 the student voluntarily agree to abide by these disciplinary rules and restrictions and those established  
20 at the school level.

21 Possession of a PCD or personal electronic device by a student is a privilege which may be forfeited by  
22 any student who fails to abide by the terms of this policy.

23 The White County Board of Education, its schools, nor its employees assume no responsibility or  
24 liability for the loss of or damage to any student's PCD or personal electronic device or for the  
25 unauthorized use of a student's PCD or personal electronic device.