

**Working Committees**

**June 11, 2024 4:00 PM**

Central Services Board Room

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Building and Grounds/Safety Committee-Mr. Robert Safdie
  - 3.A. \*Approval of Minutes
  - 3.B. CCHS Soccer Fence Proposal
4. Policy Committee-Mrs. Rebecca Hamby
  - 4.A. \*Approval of Minutes
  - 4.B. District Recommended Policies
  - 4.C. TSBA Recommended Policies
5. Arts, Athletics, and Activities Committee-Mr. Nick Davis
  - 5.A. \*Approval of Minutes
6. Old Business
7. Adjournment

**(\* Indicates Board Approval Required**

**Board of Education**  
**April 16, 2024 4:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in working committees on Tuesday, April 16, 2024, in the Central Services Board Room, where the meeting was called to order by Building and Grounds Chairman Safdie at the approximate hour of 4:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

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

**OTHERS PRESENT:**

William Stepp, DOS  
Earl Patton, Board Atty  
Mary Kington, Maintenance Director  
Kim Bray, COO  
Mike Moser, Media

1. Building and Grounds Committee & Safety-Mr. Robert Safdie
  - 1.A. Call to Order-Safdie called the meeting to order at approximately 4:00 pm.
  - 1.B. Moment of Silence/Pledge of Allegiance
  - 1.C. \*Approval of Minutes-Safdie asked for a motion to approve. Hamby made the motion and Safdie with the second.  
  
Motion to to approve minutes.

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

(seconder-yes) Safdie

Yes: 3, No: 0

**MOTION: Motion Carried**

1.D. Funding for Construction of Homestead Elementary Fencing Project-Safdie introduced this item to the committee. He told everyone that it had been brought up to add fencing for the protection of the students at Homestead Elementary. Stepp gave the quote to the committee and told them it could be upward of \$140,000-\$190,000 and with gates they could be looking at \$241,000. He said that Edmonds is always looking at mitigating risks. Hamby asked if anything had been done towards the safety film. Stepp said no, just the quote he gave the board. He said he believed Martin had spent some of their capital outlay for safety film. Safdie had previously asked the director to provide the egress from Rector Rd, and he wanted to know the cost of putting up a fence from hwy 68 to Rector Rd. Stepp said roughly \$13,000 for regular fencing. After several numbers were given on how many feet from point to point, he said the budget can decide if a full fence or partial is in the budget. Safdie made a motion to send the fencing on to the budget committee for them to review. Hamby with the second.

Motion to send to budget committee to add in budget.

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

(seconder-yes) Hamby

Yes: 3, No: 0

**MOTION: Motion Carried**

1.E. Baby Birds Learning Center Grant Funding Results and Property Improvements-Safdie presented this to the committee. Stepp said he doesn't have any recommendations on the facility right now due to decrease in funding, but they will provide services according to TEIS regulations. He said everything would be mapped out for the participants. Boston and Stepp met and executive approved the apply for the grant so no action is needed at this time.

1.F. Status of Tennis Courts and Construction Cost Estimates-Safdie asked for an update and Stepp told everyone that SMHS is currently using 4 courts that have been patched. Chamberlin told him that 6 courts were going to run around \$500,000. He said no breaks in more courts, just adding \$83-85,000 per court. He told everyone to hold a district tournament there has to be 8 courts. Boston asked about reorientation but Stepp said they would be one behind the other and not side by side. Boston asked if it was required to hold tournaments and Stepp said no. Safdie said this was a large expense and whatever decision the budget committee made, he will support. Hamby made the motion to move this item on to the budget committee. Safdie with the second.

Motion to send to budget committee.

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

(seconder-yes) Safdie

Yes: 3, No: 0

**MOTION: Motion Carried**

1.G. Update on SMHS Baseball Facility-Safdie presented this and just asked for an update. Stepp said they have gone through the interior punch list, it was dried in and VEC passed electrical inspection along with fire marshal. The turf is also close to being ready to put down. Safie was satisfied with the update.

1.H. Adjournment-Hamby made a motion to adjourn meeting. Stull gave the second. Meeting was adjourned at 4:24 pm.

Motion to adjourn meeting.

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

(seconder-yes) Stull

Yes: 7, No: 0

**MOTION: Motion Carried**

**(\* Indicates Board Approval Required**

**William Stepp, DOS**

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**Robert Safdie, B&G Chairman**

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**Diane McCartney, Board Secretary/Committee Recorder**

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# Cumberland County Board of Education

368 Fourth Street, Crossville, TN 38555

## Section 1

Due to the fact that these additions, remodels or construction projects when completed become the sole responsibility and liability of Cumberland County Schools, all projects must be reviewed by the Building and Grounds committee and approved by the full Board of Education

Date May 8<sup>th</sup>, 2024

School Name CCHS

Project Name Fence at Soccer field

Project Description Instal a 8ft Galvanized fence between the Soccer field and Practice Football field

Estimated Value \$9,828.00

Funding Source \_\_\_\_\_

## Section 2

Plans, designs, installation information and process for funding must be submitted to the Maintenance Department for review. These documents must include Fire Marshall, Codes Inspectors, Playground Inspectors and Insurance approval as needed.

### Approved by:

Director of Maintenance Mary Kinglen

\_\_\_\_\_ Fire Marshall

\_\_\_\_\_ Code Inspectors

\_\_\_\_\_ Playground Inspectors

\_\_\_\_\_ Insurance Approval

Director of Schools \_\_\_\_\_

Building and Grounds Committee \_\_\_\_\_

Board of Education Approval Date \_\_\_\_\_

Teeple Fencing  
931-200-2674

079700

*Quote*

teeplefencing@gmail.com

ORDER INFO

customer's order no. \_\_\_\_\_ phone \_\_\_\_\_ date \_\_\_\_\_

name  
*CCHS Soccer*

address

city, state, zip

sold by \_\_\_\_\_  
cash  charge  check  shipping information \_\_\_\_\_  
c.o.d.  on acct.  # \_\_\_\_\_

quantity	description	price	amount
1	<i>39A 252ft 8ft tall</i>		
2	<i>Galvanized</i>		
3			
4	<i>- per white lines</i>		
5	<i>- no gates</i>		
6	<i>- 9 gauge</i>		
7			
8			
9	<i>\$9,828</i>		
10			
11			
12			
13			
14			
15			
16			

received by \_\_\_\_\_

**Board of Education**  
**April 16, 2024 4:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a special session on Tuesday, April 16, 2024, in the Central Services Board Room, where the meeting was called to order by Policy Chairman Hamby at the approximate hour of 4:25 pm. Hamby welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

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

**OTHERS PRESENT:**

William Stepp, DOS  
Scott Maddox, 9-12 Supervisor  
Earl Patton, Board Atty  
Mike Moser, Media

1. Policy Committee-Ms. Rebecca Hamby

1.A. Call to Order-Hamby called meeting to order at approximately 4:25 pm.

1.B. \*Approval of Minutes-Hamby asked for a motion to approve the minutes and Stull made the motion and Hamby with the second.

1.C. Policy 4.600 Grading System-Hamby presented this and told the committee this was a clean up on the policy when adding additional points in honors classes. Maddox explained the wording change to the committee. Hamby made a motion to send to full board and Stull with the second.

Motion to send to full board.

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

(seconder-yes) Stull

Yes: 2, No: 0

**MOTION: Motion Carried**

1.D. Policy 5.6001 County-Wide Employee Dress Code-Hamby told everyone that this was coming up again after being tabled more than once. She said that not all counties have a dress code policy and Stepp had recommended doing administrative procedures. Hamby asked what that would look like. Stepp said they would work directly with principals and teacher leaders to see what exactly was required for professional attire. He said some are removing the policy or editing it and several counties are modifying it. Stepp said they would decide what professional standards would be. Hamby asked if it would be principal decision per building. Stepp said it would be a county- wide procedure. Hamby said she looked at Putnam Co and Stepp said their recommendations came from their collaborative conference. Hamby said she was ok with having a procedure instead of policy as long as every building was not different and did not want it principal controlled. She preferred it to be district wide. Hamby said they would have to come up with what "district expectations" would say if they removed the dress code policy. Stout said she would like to see a draft of the procedures before they completely do away with the policy. Boston said she liked the idea of collaborative conferencing making the determination. Stull said the decision needs to be county-wide, the same all across the board. Hamby asked if they didn't like what the collaborative conference came up with, they could deny the recommendations. Stepp said the board approves all policies. Stout asked when they would see the recommended changes coming back to the committee. Timson said they should be ready by the next month. Hamby made a motion to turn this policy over to collaborative conferencing. Stull with the second.

Motion to send to collaborative conferencing.

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

(seconder-yes) Stull

Yes: 2, No: 0

**MOTION: Motion Carried**

1.E.Adjournment-Stull made a motion to adjourn, Hamby with the second.

Motion to adjourn.

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

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

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

**William Stepp, DOS**

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**Rebecca Hamby, Policy Chair**

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**Diane McCartney, Board Secretary/Committee Recorder**

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# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date: <b>12/01/22</b>
		Rescinds: <b>1.200</b>	Issued: <b>10/07/99</b>

- 1 At the first regular meeting in September each year, the Board shall organize by electing a chairman,<sup>1</sup> a  
2 vice chairman, parliamentarian and TLN Representative to serve one-year terms or until a successor is  
3 named or they are no longer members of the Board. In the event that an officer's seat on the board is  
4 vacated, the Board shall elect a successor to serve the remainder of the officer's term. Each board officer  
5 shall be eligible for re-election. ~~A TLN Representative will also be elected.~~
- 6 In the event vacancies occur in both chairman and vice chairman positions, which would leave no  
7 executive committee, a special called meeting will be called the first week of September to elect officers.  
8 If no officer of the Board is serving at the time of the organizational meeting, the parliamentarian shall  
9 call the meeting to order and preside until a chairman is elected as the first order of business.
- 10 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall  
11 assume all responsibilities of the chairman until a new chairman is elected.
- 12 ~~A majority of the Board may call for a special meeting to elect officers in the event vacancies occur in~~  
13 ~~both the Chairman and Vice Chairman positions.~~

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Legal Reference:

1. TCA 49-2-202(c)(2)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>07/27/17</b>
		Rescinds: <b>1.501</b>	Issued: <b>02/06/97</b>

1 Except on occasions, such as school programs, athletic events, open house, and similar public events, all visitors  
2 will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere  
3 in the building or on the school campus will be determined by the principal or designee. Guest passes shall be  
4 issued for all persons other than students and employees of the school.<sup>1</sup>

5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the  
6 grounds or into the school buildings during the hours of student instruction except students assigned to that school,  
7 the staff of the school, parents of students, and other persons with lawful and valid business on the school  
8 premises.<sup>2</sup>

9 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
10 Individuals who come onto school property or who contact employees on school or district business are expected  
11 to behave accordingly. **The Director of Schools shall develop a visitor code of conduct to be presented to the board**  
12 **attorney, and then, approved by the Board.**<sup>3</sup> Specifically, actions that are prohibited include, but are not limited to:  
13

- 14 • Cursing and use of obscenities;
- 15 • Disrupting or threatening to disrupt school or office operations;
- 16 • Acting in an unsafe manner that could threaten the health or safety of others;
- 17 • Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 18 • Physical attacks intended to harm an individual or substantially damage property.

19  
20 **The visitor code of conduct shall be posted on the district's website as well as the school's**  
21 **website, and copies of the code shall be provided to all teachers, counselors, administrative**  
22 **staff, and other school employees. In addition, each school entrance shall have the visitor code**  
23 **of conduct posted prominently along with the phone number of someone in the school's**  
24 **administration who can answer questions about the code.**

25  
26 **Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct,**  
27 **along with the phone number of someone in the school's administration who can answer**  
28 **questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they**  
29 **have read and understood the code of conduct.**

## 30 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

- 1 The principal or his/her designee has the authority to exclude from the school premises any persons disrupting
- 2 the educational programs in the classroom or in the school, disturbing the teachers or students on the premises,
- 3 or on the premises for the purpose of committing an illegal act.<sup>1,2</sup>
  
- 4 The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

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Legal References

1. ~~TCA 49-6-2008; TCA 39-14-406~~  
TCA49-2-303(b)(4)
2. TCA 49-6-208; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

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Cross References

Board-Community Relations 1.500  
Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Safety 3.201  
Security 3.205  
School Volunteers 4.501  
Care of School Property 6.311  
~~Civility 1.900~~

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>01/06/05</b>
		Rescinds: <b>1.800</b>	Issued: <b>01/06/98</b>

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the Director  
2 of Schools, an official school calendar for the next two succeeding school years. The calendar will  
3 identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar  
4 is developed by the Director of Schools, supervisor(s) of instruction and the Board. It may be revised  
5 by the Board, upon recommendation of the director of schools, due to inclement weather or other factors.

6 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

7 A minimum of 180 student attendance days;

8 A minimum of five (5) days in-service education for all certificated personnel;

9 One (1) day for parent-teacher conferences;

10 Ten (10) days paid vacation for all certificated personnel;

11 Four (4) discretionary days.

12 **[Insert additional language if schools will be closed for the general and/or primary elections].<sup>2</sup>**  
13

14 Extended contracts shall include twenty (20) days for each additional month employed.

15 The director of schools shall plan each year's program accounting for a 200-day year and shall  
16 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the  
17 opening of the school term.

## 18 STUDENT ATTENDANCE DAYS

19 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement  
20 weather, the time lost shall be made up to the required minimum unless otherwise approved by the State  
21 Department of Education.<sup>1</sup>

## 22 IN-SERVICE EDUCATION

23 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
24 (6) hours of planned activities.<sup>2 3</sup>

## 25 DISCRETIONARY DAYS

26 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as  
27 student attendance days, in-service days or administrative days, which may be used by administrators,

- 1 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,  
2 parent-teacher conferences and other classroom functions.<sup>1</sup>

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Legal References:

1. TCA 49-6-3004(a)(1)-(6)
2. ~~State Board of Education Guidelines for Planning Approvable In-Service Education Activities~~
2. Public Acts of 2024, Chapter No. 573
3. TN Dept of Education, *Guidelines for Planning Approvable In-Service Education Activities*

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Cross References:

Board Member Development Opportunities 1.204  
Reporting Student Progress 4.601  
Compensation Guides and Contracts 5.110  
In-Service & Staff Development Opportunities 5.113  
Attendance 6.200



# Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>2.403</b>	Issued: <b>09/26/19</b>

## 1 General

2 When equipment, books, materials, and other surplus property no longer have an intended use by the  
3 system or are no longer capable of being used because of condition, the **The Director of School shall prepare**  
4 **a list of unusable items for Board approval. Board shall declare them surplus property and authorize their**  
5 **disposal. The list shall contain name of item, date of purchase and reason for disposal.** <sup>1</sup>

6 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation  
7 at least seven (7) days prior to the sale. <sup>2</sup> Notice shall also be published on a news and information website in  
8 accordance with state law. <sup>3</sup>

9 Surplus Property, which has no value or has a value of less than five hundred dollars (\$500) may be  
10 disposed of without the necessity of bids. In order for such disposal without bids, **the principal of the**  
11 **school with the surplus property,** the Director of Schools and the Chair of the Board **must shall all** agree in  
12 written form that the property is of **no value or is of** less value than five hundred dollars (\$500). <sup>4</sup>

13 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system,  
14 the Board shall approve other methods of disposal. <sup>5</sup>

15 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve  
16 all surplus equipment prior to the materials being disposed of at the end of the school year.

## 17 DISPOSAL OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS <sup>46</sup>

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

- 21 1. Items of equipment with a current per-unit fair market value of less than \$5,000.00 may be  
22 retained, sold, or otherwise disposed of with no further obligation to the awarding agency.  
23
- 24 2. Items of equipment with a current per-unit fair market value in excess of \$5,000.00 may be  
25 retained or sold, and the awarding agency shall have a right to an amount calculated by  
26 multiplying the current market value or proceeds from sale by the awarding agency's share of  
27 the equipment.

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Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b); Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a) Public Acts of 2024, Chapter No. 793
4. 2 CFR § 200.313 TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 2003.313(e)

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Cross References

Duties of Officers 1.201  
Inventories 2.702  
Textbooks and Instructional Materials 4.400  
Textbooks 4.401



# Cumberland County Board of Education

Monitoring: <b>Date last reviewed: January 2005</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>2.806</b>	Issued: <b>08/25/22</b>

## 1 *General*

2 All purchases of supplies, materials, equipment, and contractual services in excess of  
3 twenty-five thousand dollars \$25,000.00 including those of individual schools, shall be based on  
4 competitive bids.<sup>1</sup> These bids shall be solicited by advertisement in a newspaper of general circulation  
5 within the school district **and by publication on a news and information website in accordance with the**  
6 **state law<sup>2</sup>**. The purchasing agent shall advertise for bids and receive quotations. The advertisement may  
7 be waived by the purchasing agent in an emergency.<sup>2 3</sup>

8 All purchases of twenty-five thousand dollars (\$25,000.00) or less, including those of individual schools,  
8 may be made in the open market without newspaper notice, but shall, whenever possible, be based on at  
9 least three (3) competitive bids.<sup>2 3</sup>

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
11 all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons  
12 relative to the purpose of the purchase.<sup>3 4</sup> Any bid may be withdrawn prior to the scheduled time for the  
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
16 or other purchasing procedures is **strictly** prohibited.

## 17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, services from an insurance provider, and similar  
19 services by professional persons or groups of high ethical standards shall not be based upon competitive  
20 bids but shall be awarded on the basis of recognized competence and integrity.<sup>4 5</sup>

21 **Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market**  
22 **without public advertisement or competitive bidding. Whenever possible, however, at least three (3)**  
23 **documented quotes shall be obtained.**<sup>6</sup>

## Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of ~~2022~~ 2024, Chapter No. ~~1016~~ 513
2. ~~TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2);~~  
Public Acts of ~~2022~~ 2024, Chapter No. 793 ~~1016~~
3. TCA 49-2-203(a)(~~D~~e)(3)(A)-(B);  
TCA 49-2-206(b)(2); TCA 12-3-1212;  
Public Acts of 2024, Chapter No. 513
4. ~~TCA 12-3-1209; TCA 12-4-107; Public Acts of~~  
~~2022, Chapter No. 719; TCA 29-20-407~~ TCA 49-  
2-203(a)(3)(D)(i)(c)
5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
6. Public Acts of 2024, Chapter No.661

## Cross References

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

Version Date: March 6, 2023

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# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Planning and Training</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>07/27/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>08/25/22</b>

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

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

## 10 FIRE AND SAFETY DRILLS

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

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

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

21 **The district shall work with local law enforcement and the local fire department to develop a procedure**  
22 **for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025**  
23 **and shall be reviewed and updated annually thereafter.<sup>4</sup>**

## 24 ANNUAL DRILLS<sup>4,5</sup>

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

- 27 1. An armed intruder drill in coordination with local law enforcement;
- 28 2. An incident command drill; and
- 29 3. An emergency safety bus drill.
- 30
- 31

## 1 AED DRILLS<sup>5 6</sup>

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

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

## 7 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6 7</sup>

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

## 12 RECORD OF DRILLS

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

## 14 REMOTE LEARNING DRILLS<sup>7 8</sup>

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

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### Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. ~~TCA 49-6-807~~; Public Acts of ~~2023~~ 2024, Chapter No. ~~367~~ 563
5. ~~TCA 49-2-122~~; TCA 49-6-~~1208~~ 807
6. ~~TCA 49-6-3004(a), (e)~~; ~~TCA 49-5-404~~ TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No.625
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Cumberland County Board of Education

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

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

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

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

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

18  
19 The principal shall **immediately** call law enforcement officials **and the Director of Schools** in cases  
20 involving illegal entry, **assault and battery resulting in serious personal injury or involving the  
21 use of a weapon, building damage, theft, or vandalism endangering life health, or safety, or valid  
22 threats of mass violence<sup>4</sup>.**

23 ~~The principal shall notify the Director of Schools as soon as practical, but no longer than twenty-four  
24 (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.~~

25 The Director of Schools/designee is authorized to sign a criminal complaint and to press charges. The  
26 Director of Schools shall report all signing of such complaints to the Board.

## 27 **AFTER SCHOOL HOURS**

28 **[The following is the default if the district does not create alternate local procedures.]** If, outside  
29 of regular school hours, there is a need to unlock the doors during a school activity, a school district  
30 employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

31

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

2

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

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

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

1 safety or well being of the students or **faculty** **staff** member. **require the immediate**  
2 **suspension.**

### 3 **CYBERSECURITY**<sup>4 6</sup>

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

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#### Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217 817
4. ~~TCA 49-6-805(9)~~ Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

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#### Cross References

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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>3.400</b>	Issued: <b>10/26/17</b>

## 1 *General*

2 School buses shall be maintained and operated in accordance with state law and **in accordance with the**  
3 **specifications developed by the Department of Education and approved by the Department of Safety.**  
4 **State Board Rules and Regulations.**<sup>1</sup>

5 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
6 appear on the rear bumper.<sup>2</sup> **Buses shall also include notice in a conspicuous place that only authorized**  
7 **persons shall enter the bus. This notice shall include appropriate contact information in case of an issue**  
8 **on the bus.**<sup>3</sup>

9 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to  
10 replace a certain number of buses each year on a rotating basis.

11 All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor,  
12 including incidents in which any part of the bus contacts any other object or vehicle.

13 ~~In the event students are on board at the time of an accident (regardless of how minor), the appropriate~~  
14 ~~authorities will be notified and dispatched immediately.~~

15 The Director of Schools shall develop procedures to ensure compliance with the statutory and  
16 regulatory requirements for the transportation program.

## 17 **SCHOOL BUS DRIVERS**

18 **Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the**  
19 **school district. The issuance of a certificate to a school bus driver shall be based on the qualifications**  
20 **of school bus drivers as determined by the Director of Schools.**<sup>4</sup>

21 **Annually, the Board shall require each school bus driver to have a physical and mental examination.**  
22 **The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or**  
23 **morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus**  
24 **driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated**  
25 **vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or**  
26 **analogue.**<sup>5</sup>

27

## 28 **TRANSPORTATION SUPERVISOR**<sup>3,6</sup>

1 The Director of Schools shall appoint a Transportation Supervisor for the system. He/she shall be  
2 responsible for the monitoring and oversight of transportation services for the district.

3 The Transportation Supervisor shall complete a student transportation management-training program  
4 upon appointment. Every year the Transportation Supervisor shall complete a minimum of four (4)  
5 hours of training annually.

6 The Director of Schools shall ensure that training is completed and provide the State Department of  
7 Education with appropriate documentation.

## 8 **COMPLAINT PROCESS**<sup>47</sup>

9 The following procedure will govern how students, teachers, staff, and community members shall  
10 submit bus safety complaints:

- 11 1. All complaints shall be submitted to the transportation supervisor; and
- 12
- 13 2. Forms may be submitted in person, via phone, mail, or email.
  - 14 a. Written complaints shall be submitted on forms located on the district's website. In the  
15 case of a complaint received via phone, the person receiving the phone call shall be  
16 responsible for filling out the form and submitting it to the transportation supervisor. In  
17 order to conduct a thorough and proper investigation, all information must be submitted  
18 on the form including the complainant's name and contact information.

19 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-  
20 four (24) hours of receipt.

21 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall  
22 submit a preliminary report to the Director of Schools. This report shall include:

- 23 1. The time and date the complaint was received;
- 24
- 25 2. The name of the bus driver;
- 26
- 27 3. A copy or summary of the complaint; and
- 28
- 29 4. Any prior complaints or disciplinary actions taken against the driver.

30 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall  
31 submit a final written report to the Director of Schools that details the investigation's findings as well  
32 as the action taken in response to the complaint.

33 An annual notice of this complaint process shall be provided to parents and students. This information  
34 shall be made available in the student handbook and on the district website.

## 35 **RECORDKEEPING**<sup>58</sup>

- 1 The transportation supervisor shall be responsible for the collection and maintenance of the following  
2 records:
- 3 1. Bus maintenance and inspections forms;
  - 4
  - 5 2. Bus driver credentials, including required background checks, health records, and performance  
6 reviews;
  - 7
  - 8 3. Driver training records; and
  - 9
  - 10 4. Complaints received and any records related to the investigation and complaints.

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#### Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05 **Public Acts of 2023, Chapter No.122**
2. TCA 49-6-2116(d)(3)
3. ~~TCA 49-6-2116(a)-(c)~~ **Public Acts of 2024, Chapter No.548**
4. TCA 49-6-~~2116(d)(1)-(2)~~ **2107**
5. ~~TCA 49-6-2116(d)(5)~~ **TCA 49-6-2107(e)(1); Public Acts of 2023, Chapter No. 122**
6. TCA 49-6-2116(a)-(c)
7. TCA 49-6-2116 (d)(1)-(2)
8. TCA 49-6-2116(d)(5)

#### Cross References

**Bus Safety and Conduct 6.308**  
**Homeless Students 6.503**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: <b>4.201</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.201</b>	Issued: <b>01/23/20</b>

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

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

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend  
6 the size of the career and technical education (CTE) classes in grades ~~nine~~ six through twelve (~~9-6-12~~)  
7 as long as these class sizes do not exceed the maximum **class size set for CTE. For grades six through**  
8 **eight (6-8), the class size may be extended, but the class size and average must not exceed those for**  
9 **general education classes in grades seven through twelve (7-12).** <sup>2</sup>

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

12 **The Director of Schools shall apply for additional waivers as needed in compliance with the state law.**

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Legal References

1. TCA 49-1-104; TRR/MS 0520-01-~~03~~-02.03  
31(3)(4)
2. TCA 49-1-104(g); Public Acts of 2024, Chapter No.  
712

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Cross References

- Graduation Requirements 4.605  
**Waivers of Statute, Rules and Regulations 4.607**  
 Religious Content of Courses 4.804  
 Student Goals 6.100  
 Student Concerns, Complaints, and Grievances 6.305

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.213</b>	Issued: <b>08/26/21</b>

## 1 *General*

2 ~~A The school district shall maintain a program of~~ family life education **program shall be implemented**  
3 **within the school district in compliance with state law<sup>1</sup>.** ~~which conforms to guidelines established by~~  
4 ~~the State Board of Education.<sup>4</sup>~~

5 A parent/guardian who chooses not to have a student participate in the family life education program  
6 shall submit such request in writing to the principal. A student who is excused from the program shall  
7 be assigned alternative **health** activities and shall not be penalized academically.

## 8 **FAMILY LIFE INSTRUCTION**

9 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
10 factually and medically accurate, including the following: <sup>2</sup>

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

- 1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student and;  
2  
3 10. Include the presentation of high-quality, computer-generated animation or high-definition  
4 ultrasound of at least three (3) minutes in duration that shows the development of the brain, heart,  
5 and other vital organs in early fetal development per state academic standards.<sup>3</sup>

6 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten  
7 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit  
8 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human  
9 trafficking of children.<sup>4</sup>

10 The family life education program shall be reviewed annually to assure that the prohibited items of  
11 instruction, as provided for in state law,<sup>5</sup> are not included in curriculum.

## 12 **TRAINING ON INSTRUCTION**

13 Personnel involved in instruction will conduct such instruction with maturity and discretion. Personnel  
14 providing family life instruction shall receive training prior to presenting such instruction.

## 15 **REPORTING<sup>2</sup>**

16 At the beginning of each school year, the Director of Schools shall provide the contact information to  
17 the Department of Children's Services of each employee or trained professional providing instruction  
18 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director  
19 shall also report on the curriculum selected by the Board of Education.

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### Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304; Public Acts of 2024, Chapter No. 571
3. TCA 49-6-1304(b); Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

# Cumberland County Schools

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.215</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the  
3 district.<sup>1</sup>

4 Only approved AI programs may be utilized in student instruction or in completing student work. The  
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 District technology staff [**or insert title of employee**] are tasked with overseeing the implementation of  
7 AI programs. These staff members will review artificial intelligence programs to ensure compliance  
8 with district policies as well as state and federal student data privacy laws and present  
9 recommendations to the Director of Schools for approval. Any approved programs shall be accessible  
10 to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual  
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for  
14 district staff. This training shall focus on responsible use of AI and best practices for use in school  
15 settings and include instruction regarding personally identifiable information and the need to comply  
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and  
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting  
20 communications, notes, images, and the development of content for instructional or administrative  
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to  
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 24 a. Violate the terms of the use of the AI tool;
- 25 b. Would mislead a supervisor or others as to the nature of the work; or
- 26 c. Would be inconsistent with the teacher code of ethic;<sup>2</sup>
- 27

- 28 2. Employees shall take all reasonable precautions to ensure the security of private student data  
29 when utilizing AI programs;
- 30

- 1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in  
2 order to reduce the risk of errors and inaccuracies;
- 3
- 4 4. Outputs shall not be incorporated into proprietary content or works; and
- 5
- 6 5. **[Insert any other local expectations.]**

## 7 **STUDENT USE**

8 Teachers may allow students to use approved AI programs for instructional purposes. Any such use  
9 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall  
10 ensure students are provided with appropriate instruction on the responsible use of AI.

## 11 **ACADEMIC INTEGRITY**

12 Students shall be instructed on responsible use standards including but not limited to the following:

- 13 1. Effective use of generative AI;
- 14
- 15 2. When it is appropriate to use AI in assignments;
- 16
- 17 3. How to determine whether AI responses are accurate;
- 18
- 19 4. Users assume responsibility for incorporating AI content responsibly; and
- 20
- 21 5. The difference between cheating and seeking support.

## 22 **NOTICE TO PARENTS**

23 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in  
24 the district. An approved list of AI programs will be provided by **[insert method (e.g., posting on the  
25 website, inclusion in the student handbook)]**.

## 26 **REPORTING**

27 The Director of Schools shall submit a report to the Board of Education each June on how this policy  
28 will be enforced in the upcoming school year. The Board shall approve the report and the Director  
29 shall submit it to the Department of Education by July 1<sup>st</sup>.

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### Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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### Cross References

Use of the Internet 4.406

**Board of Education**  
**April 16, 2024 4:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in working committees on Tuesday, April 16, 2024, in the Central Services Board Room, where the meeting was called to order by Arts, Athletics and Activities committee member King at the approximate hour of 4:25 pm.

**BOARD MEMBERS:**

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

1. Arts, Athletic, & Activities Committee-Mr. Chris King.

1.A. Call to Order-King called the meeting to order in Davis' absence.

1.B. \*Approval of Minutes-Stout made a motion to approve minutes and King seconded.

Motion to approve minutes.

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

(seconder-yes) King

Yes: 2, No: 0

**MOTION: Motion Carried**

1.C. Safety Net for Baseball, Softball, and County-Wide Transportation-Stout made a motion to table until next month's meeting. King with second.

Motion to table until next meeting.

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

(seconder-yes) King

Yes: 2, No

**MOTION: Motion Carried**

1.D. Adjournment-King made a motion to adjourn and Stout with the second.

Motion to to adjourn. Meeting adjourned at approximately 4:26 pm.

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

(seconder-yes) Stout

Yes: 2, No: 0

**MOTION: Motion Carried**

**(\* Indicates Board Approval Required**

**William Stepp, DOS**

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**Arts, Athletics, and Activities Chairman/Committee Member**

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**Diane McCartney, Board Secretary/Committee Recorder**

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