

Policy Committee Meeting

July 8, 2024 5:30 PM

MCBOE

1. Call to Order

Julie Keny Cathey

2. 4.700 Testing Programs

3. 2.802 Payroll Procedures

4. 2.804 Expenses and Reimbursements

5. 1.501 Visitors to the Schools

6. 4.402 Library Materials

7. 1.800 School Calendar

8. 2.403 Surplus Property Sales

9. 2.806 Bids and Quotations

10. 3.202 Emergency Preparedness Plan

11. 3.205 Security

12. 3.400 Student Transportation Management

13. 4.201 Basic Program

14. 4.214 Use of Artificial Intelligence Programs

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 07/08/24
		Rescinds: 4.700	Issued: 06/14/21

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

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

12 The director of schools shall be responsible for planning and implementing the program, which includes:

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

20 State-mandated student testing programs shall be undertaken in accordance with procedures published
21 by the State Department of Education.³

22 **WEIGHTING OF TCAP AND EOC SCORES**

23 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 24 1. Grades 3-5 – 15%
- 25 2. Grades 6-8 – 15%
- 26 3. Grades 9-12 – 15%

27 Students who do not take the TCAP or EOC test will be given a zero. They may appeal to the director
28 of schools, who will determine if there are extraordinary circumstances which would warrant a
29 summative test be given at grade level on the tested areas. This will be determined on a case-by-case
30 basis.

1 Raw scores will be converted to a percentage score using the cube-root methodology. Historically, the
2 TDOE released quick score grades using the cube-root methodology, a fixed conversion factor. This
3 methodology creates a 100-point grading scale using the raw score points earned.

4 The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores
5 are not received by the district at least five (5) instructional days before the end of the course.^{4,5}

6 Other tests may be given as requested by students, teachers or parents when approved by the principal.

7 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

8 Interest inventories shall be made available to 9th graders. These will include assessments such as the
9 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

10 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
11 school plan of study. **Upon receiving the results from these assessments, the school shall provide**
12 **students with information on any available career and technical education opportunities in which he**
13 **student is eligible to participate in.**

14 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

20 No later than July 31 of each year, the Board shall publish on its website information related to state and
21 board mandated tests that will be administered during the school year. The information shall include:⁶

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

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

32 **TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDED CREDIT⁹**

33 **Students transferring from a Category IV church-related school, Category V private school, or home**
34 **school shall be awarded credit upon completion of a written exam. These exams shall be approved,**
35 **administered, and graded by the school's principal/designee. Upon request from a parent/guardian,**

1 student scores from a nationally standardized achievement test in the relevant subject shall be accepted
2 as a substitute for these exams.

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

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

8 **HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES**¹⁰

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

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

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

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

23 Legal References

- 24 1. TCA §49-10-108
- 25 2. 20 USCA § 1232(g)
- 26 3. TRR/MS 0520-1-03-.03(9)(10)
- 27 4. TCA §49-1-617; ~~Public Acts of 2015, Chp. No. 256~~
- 28 ~~SBOE Policy 3.400~~ State Board of Education Policy 2.102
- 29 5. ~~TCA 10-7-504~~ TRR/MS 0520-01-03-.03(10); TCA 49-1-617
- 30 6. ~~TRR/MS 0520-01-03-.06(1)(b);~~ TCA 49-6-412
- 31 ~~State Board of Education Policy 2.103; TCA 49-1-617~~
- 32 7. ~~Public Acts of 2019, Chapter No. 108~~
- 33 TCA 10-7-504(a)(4)(A)
- 34 8. TCA 49-6-6007; State Board of Education Policy 2.102; State
- 35 Board of Education Policy 2.103
- 36 9. TRR/MS 0520-07-01-.03(3)
- 37 10. TCA 49-6-6017; State Board of Education Policy 2.103; Public
- 38 Acts of 2023, Chapter No. 269
- 39

Cross References

- Student Psychological Services 6.406
Student Records 6.600
Student Surveys, Analyses, and Evaluations 6.4001

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 08/14/01
		Rescinds: DJC	Issued: 07/28/93

~~If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay period.~~

Payroll Procedures shall be as follows:

1. Each teacher shall be paid in twelve (12) installments on the fourth (4th) Friday of the month.
2. Each Administrator shall be paid twelve (12) installments on the fourth (4th) Friday of the month.
3. All support employees (with the exception of custodians) shall be paid in twelve (12) installments on the fourth (4th) Friday of the month.
4. Custodian employees shall be paid in twelve (12) installments on the twentieth (20th) of each month.

~~Payroll procedures shall be as follows: All certified personnel have the option of either ten (10) or twelve (12) month installments.~~

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204
Overtime Pay 5.604

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 03/19/09
		Rescinds: 2.804	Issued: 11/13/08

Annually the Board shall review expense allowances and reimbursement guidelines.

SCHOOL PERSONNEL

The Board will reimburse or directly pay for reasonable travel expenditures related to the performance of official job responsibilities.

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher ~~and supporting receipts~~.

Expenses for travel will be reimbursed when the travel has the advance authorization of the director of schools. The director of schools may grant this authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

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

BOARD MEMBERS

The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board.

Salary and other benefits shall be determined by the local funding body.² Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.³ Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of completion of such travel.

GENERAL GUIDELINES

Upon return from a trip, a claim for travel expenses form must be completed and submitted to the immediate supervisor for approval. ~~Receipts for appropriate expenses must be attached to the form.~~ Copies of convention or conference brochure or registration form must be attached to the form.

The director of schools is authorized by the Board to adjust reimbursement rates based on the State of Tennessee's travel regulations.

MILEAGE

The reimbursement rate for mileage will be the same as the current State of Tennessee standard mileage rate per mile.

Mileage is to be computed from the employee's official work site.

Mileage will not be paid if using a rental car furnished by the school system.

PARKING FEES

~~A receipt will be required for reimbursement.~~

Charges for routine parking while on travel status will be reimbursed. Receipts are required for parking fees.

LODGING

Employees requiring lodging costs must submit a requisition, approved by the director of schools.

The employee will be reimbursed for actual lodging costs plus the specified hotel tax incurred up to the applicable maximum amounts as indicated on the Travel and Meals Reimbursement Rate Schedule. A sales tax exemption form should be utilized when making reservations to take advantage of the of Board's tax-exempt status. Lodging receipts are required and must itemize room charges and taxes by date.

The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration CONUS (Continental United States) rates provided by the Federal Government. Such rates are the generally accepted rates of the Internal Revenue Service and represent the maximum per diem rates that can be used without treating part of the per diem allowance as wages for tax purposes. The CONUS list, which provides a standard reimbursement rate for lodging and meals and incidentals along with certain exceptions, is available on the General Services Administration web site www.gsa.gov.

~~Lodging receipts must itemize room charges, taxes and show a zero balance.~~

~~State taxes will not be reimbursed unless the hotel refuses to accept the system's sales tax exemption form. A sales tax exemption form should be obtained from the Accounts Payable Department before taking an overnight trip.~~

MEALS AND INCIDENTALS

The Board will cover the cost of meals for overnight travel. Expenses for meal and other incidentals will be reimbursed at the applicable locality rate set by the current Federal per diem standard.

Additionally, should an employee attend an event with catered meals that does not account for dietary restrictions, then the aforementioned individual(s) shall be duly reimbursed.

~~While on authorized travel within the state, meal expenses up to the State of Tennessee rate per day will be allowed.~~

The M&IE per diem rates follow federal guidelines and are detailed in the Travel and Meals Reimbursement Rate Schedule.

While on authorized travel out-of-state, employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the Federal Government.

On the day of departure and return, only 75% of meals and incidentals will be allowed.

~~When overnight travel is involved, reimbursement for the dinner meal will be made regardless of the time of departure.~~

~~When the expense for a banquet at a meeting or conference is in excess of the above limits, the excess will be allowed provided a receipt or proper explanation of the charge is submitted. Reimbursement for alcoholic beverages will not be allowed.~~

While on travel status, if a meal is provided as part of an authorized training seminar or conference the employee must deduct those meals from the per diem for that day, using the stand in place by CONUS at that time. This also applies to the day of arrival and the day of departure.

Reimbursement for alcoholic beverages will not be allowed.

TRANSPORTATION

~~Transportation for persons traveling out of state should be by common carrier, (air, train, bus), whenever practicable. Roundtrip rates must be taken. A receipt in the form of a ticket stub must accompany the expense claim.~~

AIR TRAVEL

Air travel may only be used when the destination is greater than 300 miles away from your home or designated work station. Air fares should be billed to an authorized account established by the director of schools. Electronic ticketing should be used whenever possible. Advantage of discount fares and advance booking should be taken whenever practical, and fares should not exceed the regular tourist or coach fares offered to the general public.

AUTOMOBILE RENTAL

Advance authorization from the director of schools is required for automobile rental while traveling out-of-state. Only properly authorized employees with a valid driver's license may operate the rented automobile. Expenses paid by the employee for gasoline shall be reimbursable when accompanied by a receipt. Employees should refuel automobiles before returning them when it is more economical under the rental agreement to do so.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-202(d)
3. TCA 49-2-2001(e)

NEW POLICY

Marshall County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 07/08/24
		Rescinds:	Issued:

1 *General*

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

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

10 **VISITOR CONDUCT**

11 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
12 Individuals who come onto school property or who contact employees on school or district business are
13 expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be
14 presented to the board attorney, and then, approved by the Board.³ This code shall prohibit the following:

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

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

25 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
26 with the phone number of someone in the school's administration who can answer questions about the

1 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
2 the code of conduct.

3 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

4 The principal/designee has the authority to exclude from the school premises any persons disrupting
5 the educational programs in the classroom or in the school, disturbing the teachers or students on the
6 premises, or on the premises for the purpose of committing an illegal act.²

7 The principal shall contact law enforcement officials when he/she believes the situation warrants such
8 measures.

Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008](#); [TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.402	Issued Date: 07/08/24
		Rescinds: 4.402	Issued: 08/08/22

1 *General*

The librarian shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the following criteria:

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

Each librarian shall be responsible for reviewing his/her school's library collection prior to purchase.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection.

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law²;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

COMPLAINTS³

If a complaint is made by an employee, student, or parent/guardian of the Marshall County School system, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Upon receipt of the completed form, the principal shall notify the director of schools.
5. Pull challenged materials from library shelves districtwide while being reviewed.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee. The review committee is appointed by the principal and includes certified Library Media Specialists, representatives from classroom teachers, one or more parents, and may

include one or more students. The principal is responsible for acquiring the challenged materials and the principal is responsible for distributing challenged materials to the ad hoc materials review committee. To allow time for material acquisition, distribution, and review of challenged materials, a period of thirty (30) working days will be allowed for a final decision to be made by the committee. The principal will inform the director of schools of the review committee's decision.

7. The review committee shall take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the contested material in its entirety;
 - b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school;
 - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
 - e. Present a recommendation to the director of schools and the Board.
8. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.
9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material 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); [TCA49-6-3803](#) Public Acts of 2022, Chapter No. 744
2. [TCA 39-17-901](#)
3. [TCA 49-6-3803](#)

Cross References:

Textbooks and Instructional Materials 4.400
Web Pages 4.407
Controversial Materials 4.801

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 07/08/24
		Rescinds: AEA	Issued: 10/12/99

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 succeeding school year. The calendar will identify holidays,
3 vacation days, and other extensions of the school year. The calendar may be revised by the Board, upon
4 recommendation of the director of schools, due to inclement weather or other factors.

5 The regular school year shall be 200 days¹ and scheduled as follows:

6 A minimum of 180 student attendance days;

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

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

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

10 Four (4) discretionary days.

11 **Schools closed for the general and/or primary elections²**

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

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

16 STUDENT ATTENDANCE DAYS

17 When schools are closed because of emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.¹

20 IN-SERVICE EDUCATION

21 Each day of in-service education included in the school calendar shall be equivalent to not less than six
22 (6) hours of planned activities.³

23 DISCRETIONARY DAYS

24 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
25 student attendance days, in-service days or administrative days, which may be used by administrators,
26 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
27 parent-teacher conferences and other classroom functions.¹

Legal References:

1. TCA 49-6-3004(a)(1)-(6)

2. State Board of Education Guidelines for Planning

Cross References:

Board Member Development Opportunities 1.204

Reporting Student Progress 4.601

Compensation Guides and Contracts 5.110

~~Approvable In-Service Education Activities~~ Public Acts of
2024, Chapter No. 573
3. TN Dept of Education, Guidelines for Planning
Approvable In-Service Education Activities

In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/08/24
		Rescinds:	Issued: 08/12/19

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall contain
2 the following information: name of item, date of purchase, and reason for disposal.

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

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).²⁻⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.^{3,5}

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

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS^{4,6}**

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

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
current market value or proceeds from sale by the awarding agency's share of the equipment.

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 § 200.313(e)

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 07/08/24
		Rescinds: 2.806	Issued: 07/11/22

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
2 thousand dollars (\$25,000)¹, including those of individual schools, shall be based on competitive bids.
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
4 system **and by publication on a news and information website in accordance with state law.**² However,
5 said newspaper advertisement may be waived by the Executive Committee in an emergency. The
6 purchasing agent shall advertise for bids and receive quotations. **The advertisement may be waived by**
7 **the purchasing agent in an emergency.**³

8 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
9 may be made in the open market without newspaper notice, but shall, whenever possible, be based on at
10 least three (3) competitive bids.^{2,3}

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

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

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

18 EXEMPTIONS FROM COMPETITIVE BIDDING

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

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

Legal References:

1. TCA 49-2-203(a)(3); ~~Public Acts of 2022, Chapter No. 1016~~ TCA 12-3-1212; ~~Public Acts of 2024, Chapter No. 513.~~
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); ~~Public Acts of 2022, Chapter No. 1016~~ ~~Public Acts of 2024, Chapter No. 793~~
3. TCA 49-2-203(a)(3)(D)(i)(c); TCA 49-2-206(b)(2); TCA 12-3-1212; ~~Public Acts of 2024, Chapter No. 513.~~
4. 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

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/08/24
		Rescinds: 3.202	Issued: 07/10/23

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

5 The principal of each school shall develop and implement emergency preparedness drills which shall be
6 approved by the director of schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies.

8 **FIRE AND SAFETY DRILLS**

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

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

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

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

22 **ANNUAL DRILLS^{4 5}**

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

- 25 1. An armed intruder drill in coordination with local law enforcement;
- 26
- 27 2. An incident command drill; and
- 28
- 29 3. An emergency safety bus drill.

1 **AED DRILLS⁵⁻⁶**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the
3 event of a medical emergency. The principal shall ensure that the drill occurs.

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

6 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶⁻⁷**

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

11 **REMOTE LEARNING DRILLS⁷⁻⁸**

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

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. **Public Acts of 2024, Chapter No. 563**
5. TCA 49-6-807; ~~Public Acts of 2023, Chapter No. 367~~
6. 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

Cross References:

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

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 07/08/24
		Rescinds: 3.205	Issued: 07/10/23

1 *General*¹

2 The director of schools shall establish procedures as required to adequately protect school property which
3 shall include, but not be limited to:

- 4 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
6 facilities or equipment without appropriate faculty supervision;
- 7 3. Controlling the issuance of building keys and master keys;
- 8 4. Developing programs which contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.²

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

14 The principal shall **immediately** call law enforcement officials **and the Director of Schools** in cases
15 involving illegal entry, **assault and battery resulting in serious personal injury or involving the use of a**
16 **weapon**, building damage, theft, or vandalism **endangering life health, or safety, or valid threats of mass**
17 **violence**⁴. ~~The principal shall notify the Director of Schools as soon as practical, but no longer than~~
18 ~~twenty four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.~~ The
19 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director
20 of Schools shall report all signing of such complaints to the Board.

21 **AFTER SCHOOL HOURS**

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

24 **LAW ENFORCEMENT SERVICES**¹ (if applicable)

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

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

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

31 **CYBERSECURITY**⁵⁻⁶

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

Legal References:

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
~~Public Acts of 2023, Chapter No. 367~~
3. TCA 49-6-817
4. Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

Cross Reference:

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

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 07/08/24
		Rescinds: 3.400	Issued: 08/14/17

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

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

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

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

12 The director of schools shall develop procedures to ensure compliance with the statutory and regulatory
13 requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁴

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

23 **TRANSPORTATION SUPERVISOR³⁶**

24 The director of schools shall appoint a transportation supervisor for the system. He/She shall be
25 responsible for the monitoring and oversight of transportation services for the district.

26 The transportation supervisor shall complete a student transportation management training program upon
27 appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of
28 training annually.

1 The director of schools shall ensure that training is completed and provide the state department of
2 education with appropriate documentation.

3 **COMPLAINT PROCESS⁴⁷**

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

- 6 1. All complaints shall be submitted to the transportation supervisor; and
- 7 2. Forms may be submitted in person, via phone, mail, or email.
 - 8 a. Written complaints shall be submitted on forms located on the district's website. In the
9 case of a complaint received via phone, the person receiving the phone call shall be
10 responsible for filling out the form and submitting it to the transportation supervisor.

11 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
12 four (24) hours of receipt.

13 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit
14 a preliminary report to the director of schools. This report shall include:

- 15 1. The time and date the complaint was received;
- 16 2. The name of the bus driver;
- 17 3. A copy or summary of the complaint; and
- 18 4. Any prior complaints or disciplinary actions taken against the driver.

19 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit
20 a final written report to the director of schools that details the investigation's findings as well as the
21 action taken in response to the complaint.

22 An annual notice of this complaint process shall be provided to parents/**guardians** and students. This
23 information shall be made available on the system's website for the 2017-2018 school year, and in the
24 student handbook thereafter.

25 **RECORDKEEPING⁵⁸**

26 The transportation supervisor shall be responsible for the collection and maintenance of the following
27 records:

- 28 1. Bus maintenance and inspections forms;
- 29 2. Bus driver credentials, including required background checks, health records, and performance
30 reviews;
- 31 3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

Legal Reference:

1. TCA 49-6-2109; TRR/MS 0520-01-05; **Public Acts of 2023, Chapter No. 122**
- ~~2. Public Acts of 2017, Chapter No. 289(1)(d)(3)~~
- ~~3. Public Acts of 2017, Chapter No. 289(1)(a)-(e)~~
- ~~4. Public Acts of 2017, Chapter No. 289(1)(d)(2)~~
- ~~5. Public Acts of 2017, Chapter No. 289(1)(d)(5)~~
2. **TCA 49-6-2116 (d)(3)**
3. **Public Acts of 2024, Chapter No. 548**
4. **TCA 49-6-2107**
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**

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Basic Program</h2>	Descriptor Code: <b style="text-align: center;">4.201	Issued Date: <b style="text-align: center;">01/13/20
		Rescinds: <b style="text-align: center;">4.201	Issued: <b style="text-align: center;">09/12/00

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in
 2 its educational programs or activities.

3 The course of study in the schools shall include those subjects required by the Legislature and Tennessee
 4 State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene,
 5 sanitation, music, drawing, black history and culture, physical education, and free enterprise. Specific
 6 topics required in the schools include: nature of alcoholic drinks, narcotics and smoking of cigarettes
 7 and their effect upon the human system; history of Tennessee and its Constitution; history of the United
 8 States and its Constitution; displaying of the American flag; highway safety; and defensive driving.¹

9 The Board reserves the right to add additional courses and to amend the content of prescribed courses as
 10 experience and the process of curriculum development indicate the desirability of such change.

11 CLASS SIZE RATIOS

12 *General*²

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

15 WAIVERS

16 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend the
 17 career and technical education (CTE) classes in grades ~~nine~~ six through twelve (9~~6~~-12) as long as these
 18 class sizes do not exceed the maximum **class size set for CTE. For grades six through eight (6-8), the**
 19 **class size may be extended, but the class size and average must not exceed those for general education**
 20 **classes in grades seven through twelve (7-12).**³

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

23 **The Director of school shall apply for additional waivers as needed in compliance with state law.**

Legal References:

1. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301
2. TCA 49-1-104; TRR/MS 0520-01-03-~~03~~(3)-02-.31(4)
3. **TCA 49-1-104 (g); Public Acts of 2024, Chapter No. 712**

Cross Reference:

- Graduation Requirements 4.605
- Religious Content of Courses 4.804
- Student Concerns, Complaints and Grievances 6.305

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 07/08/24
		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.¹

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

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

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

17 **STAFF USE**

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

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

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;
4. Outputs shall not be incorporated into proprietary content or works; and

STUDENT USE

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

ACADEMIC INTEGRITY

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

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by posting on the website or inclusion in the student handbook.

REPORTING

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

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

Cross References

Use of the Internet 4.406