

Policy Committee Meeting

January 13, 2020 5:45 PM

MCBOE

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|---|--------------|
| 1. Call to Order | Andy Woodard |
| 2. 4.200 Curriculum Development | |
| 3. 4.201 Basic Program | |
| 4. 4.406 Use of the Internet | |
| 5. 4.602 Class Ranking | |
| 6. 5.601 Conflict of Interest | |
| 7. 5.607 Non-School Employment | |
| 8. 5.701 Substitute Teachers | |
| 9. 6.200 Attendance | |
| 10. 6.411 Student Wellness | |
| 11. 6.603 Student Records, Use of Records | |
| 12. Adjourn | |

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 01/13/20
		Rescinds: 4.200	Issued: 11/08/01

1 Under the leadership and direction of the supervisor(s) of instruction, a unified curriculum shall be
2 developed within the statewide curriculum framework for the school system in each subject area, grades
3 K-12, and presented to the Board for adoption.¹

4 ~~The curriculum shall include those subjects and topics required by state and federal laws and~~
5 ~~regulations.² It shall foster respect and appreciation of the cultural diversity found in our country and an~~
6 ~~awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic~~
7 ~~society.~~

8 Teachers in each school shall participate in the systemwide development of the curriculum in their
9 appropriate subject areas. Assignments for curriculum development will be made by the principal and
10 supervisor(s) of instruction. ~~The curriculum will be revised and updated regularly through in-service~~
11 ~~programs and curriculum planning sessions with changes subject to approval by the Board.~~

12 ~~The curriculum will be revised and updated regularly through in-service programs and curriculum~~
13 ~~planning sessions, with changes subject to approval by the Board.~~

14 At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a
15 personal copy of the portion which pertains to their area of teaching. New teachers shall be given an
16 appropriate copy and briefed on its content in relation to the total curriculum.

17 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
18 encouraged but must have prior approval of the principal. An experimental program requires the
19 approval of the director of schools, the Board, the Commissioner of Education and the State Board of
20 Education.¹

21 ~~A course may become a permanent part of the school program after three (3) years of operation upon~~
22 ~~approval of the State Board of Education.²~~

23 **IMPLEMENTATION**

24 The primary responsibility for the effective operation of the curriculum program and activities shall be
25 delegated to the director of schools.

26 The school principals shall be responsible for administering the established instructional programs and
27 for the development and supervision of a coordinated plan for the improvement of instruction in their
28 schools.

Legal References:

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.05(1)(a); TRR/MS 0520-01-03-.05(2)
2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*; TCA 49-6-1301-1302

Cross Reference:

Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Basic Program	Descriptor Code: 4.201	Issued Date: 01/13/20
		Rescinds: 4.201	Issued: 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 ~~Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and
4 the variety of careers, roles and life styles open to women as well as men in our society. One of the
5 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias
6 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
7 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
8 responsibilities of each individual as a member of a pluralistic society.¹~~

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

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

17 **CLASS SIZE RATIOS**

18 *General²*

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

21 **WAIVERS**

22 *The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend the
23 career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these class
24 sizes do not exceed the maximum.*

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

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Legal References:

1. ~~42 U.S.C. 12101; 34 CFR § 106.34~~
2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301
3. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

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 the Internet	Descriptor Code: 4.406	Issued Date: 01/13/20
		Rescinds: 4.406	Issued: 02/13/17

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the Internet

26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by students.
28 Procedures shall address the following:

- 1 1. General rules and ethics of Internet use.
- 2 2. Prohibited or illegal activities, including, but not limited to:¹
- 3 • Sending or displaying offensive messages or pictures
- 4 • Using obscene language
- 5 • Harassing, insulting, defaming or attacking others
- 6 • Damaging computers, computer systems or computer networks
- 7 • Hacking or attempting unauthorized access
- 8 • Violation of copyright laws
- 9 • Trespassing in another's folders, work or files
- 10 • Intentional misuse of resources
- 11 • Using another's password or other identifier (impersonation)
- 12 • Use of the network for commercial purposes
- 13 • Buying or selling on the Internet

14 **INTERNET SAFETY MEASURES³**

15 Internet safety measures shall be implemented that effectively address the following:

- 16 • Controlling access by students to inappropriate matter on the Internet and World Wide Web
- 17 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 18 forms of direct electronic communications
- 19 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 20 students on-line
- 21 • Unauthorized disclosure, use and dissemination of personal information regarding students
- 22 • Restricting students' access to materials harmful to them

23 The director of schools/designee shall establish a process to ensure the district's education technology is
24 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
25 include, but not be limited to:

- 26 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 27 material that is obscene, child pornography or harmful to students
- 28 • Maintaining and securing a usage log
- 29 • Monitoring on-line activities of students

30 The Board shall provide reasonable public notice of, and at least one (1) **annual** public hearing or meeting
31 to address and communicate, its Internet safety measures.

32 A written parental consent shall be required prior to the student being granted access to electronic media
33 involving district technological resources. The required permission/agreement form, which shall specify
34 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural
35 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
36 and also by the student. This document shall be executed ~~each year and shall be valid only in the school~~
37 ~~year in which it was signed~~ **once every three (3) years and shall be valid only in the school years in which**
38 **it represents** unless parent(s) provide written notice that consent is withdrawn. In order to rescind the

1 agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the
2 director of schools with a written request.

3 **E-MAIL**

4 Users with network access shall not utilize district resources to establish electronic mail accounts through
5 third-party providers or any other nonstandard electronic mail system. All data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
8 may be a public record under the public records law and may be subject to public inspection.²

9 **INTERNET SAFETY INSTRUCTION⁴**

10 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
11 computer resources. Parents and students will be provided with material to raise awareness of the dangers
12 posed by the internet and ways in which the internet may be used safely.

13 **SOCIAL NETWORKING**

- 14 1. District staff who have a presence on social networking websites are prohibited from posting
15 data, documents, photographs, or inappropriate information that is likely to create a material and
16 substantial disruption of classroom activity.
- 17 ~~2. District staff are prohibited from accessing personal social networking sites on school computers
18 or during school hours except for legitimate instructional purposes.~~
- 19 3. The board discourages district staff from socializing with students on social networking websites.
20 The same relationship, exchange, interaction, information, or behavior that would be
21 unacceptable in a non-technological medium is unacceptable when done through the use of
22 technology.

23 **VIOLATIONS**

24 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
25 with the existing disciplinary procedures of this District.

26

Legal References:

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References:

Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Ranking	Descriptor Code: 4.602	Issued Date: 01/13/20
		Rescinds: 4.602	Issued: 07/09/18

1 **Honor Roll**

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

5 The method of determining the Honor Roll will be uniform throughout the county. An “A” and a “B” Honor
6 Roll will be named each grading period. If a student has a 93 and above in all subjects, he or she will be
7 placed on the “A” Honor Roll. If a student has an 85 or above in every subject, he or she will be placed on
8 the “B” Honor Roll.

9 In grades 3-8, math, English Language Arts (ELA), social studies, and science will be considered in
10 determining Honor Roll students.

11 In grades 9-12, all credit-bearing courses taken by a student shall be used to determine Honor Roll status.
12 Each school department or club which presents awards or conducts contests will file with the principal the
13 name of the honor, award or contest; the basis for selection of the award or honor; the method of participation;
14 and the reason for the contest.

15 **High School Class Ranking**

16 ~~**Requirements for students entering the 9th grade during the 2015-2016 school year:**~~

17 ~~Student ranking will be calculated using a weighted quality point GPA. Honors courses will be weighted at~~
18 ~~4.5, and AP courses will be weighted at 5.~~

19 **Local honors and Valedictorian/Salutatorian requirements for students entering the 9th grade during** 20 **the 2016-2017 school year:**

21 One half (1/2) quality point is to be added to the numerical quality point value corresponding to the letter
22 grade received for an honors course. One (1) quality point is to be added to the numerical quality point value
23 corresponding to the letter grade received in early postsecondary courses recognized by the state board of
24 education and department of education.

25 For the purposes for determining local honors, valedictorian, and salutatorian in the senior class, the State
26 Board of Education Uniform Grading Policy 3.301 will be used for ALL high school coursework. For high
27 school transfer students, the cumulative GPA on the transcript for transferred work will be used without any
28 recalculation other than conversation to a 4 point weighted GPA based on the State board of Education
29 Uniform Grading Policy 3.301. GPA will also be calculated using the Tennessee Uniform Grading Scale for
30 Lottery/Hope Scholarship purposes. Both the Tennessee Uniform Grading Policy 3.301 weighted GPA and

1 the Tennessee Uniform GPA will appear on the transcript. Local honors, valedictorian, and salutatorian will
2 be calculated after the fall semester of the senior year.

3 **Valedictorian and Salutatorian will be chosen using the following criteria:**

- 4 1. Students must be enrolled full-time at the home-base school to be eligible for valedictorian and
5 salutatorian;
- 6 2. To become valedictorian or salutatorian, a student must be enrolled in the high school at least three
7 (3) of the seven (7) semesters preceding the final semester;
- 8 3. Students must qualify for the highest Latin System awarded in the respective school; and
- 9 4. The long average rank on a scale of 0-105 will be used to calculate valedictorian and salutatorian.

10 **For the purposes of graduating with local honors MCS will use the following Latin System:**

11		
12	Summa Cum Laude	4.25 and above
13	Magna Cum Laude	4.00-4.24
14	Cum Laude	3.75-3.99

15 In accordance with guidance issued by the Department of Education, LEAs may, at their discretion,
16 retrospectively adjust the preceding point weights, if needed, to ensure uniformity of weighting for the same
17 courses taken for all students in a graduating cohort.

18 Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score
19 on the SAT will graduate with state honors.

20 Students will be recognized as graduating with “distinction” by attaining a 3.00 average and completing at
21 least one of the following:

- 22 • earn a nationally recognized industry certification
- 23 • participate in at least one of the Governor’s Schools
- 24 • participate in one of the state’s All State musical organizations
- 25 • be selected as a National Merit Finalist or Semi-Finalist
- 26 • attain a score of 31 or higher composite score on the ACT
- 27 • attain a score of 3 or higher on at least two advanced placement exams
- 28 • successfully complete the International Baccalaureate Diploma Programme
- 29 • earn 12 or more semester hours of transcribed post-secondary credit

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Cross Reference:

Graduation Requirements 4.605

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Conflict of Interest	Descriptor Code: 5.601	Issued Date: 01/13/20
		Rescinds: 5.601	Issued: 10/12/99

1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in
3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,
4 publisher, bookseller, or dealer in school furniture or apparatus; **however, a spouse or family member of**
5 **a principal, teacher, or other school administrative employee may participate in business transactions**
6 **with the school district where a sealed competitive bid system is used, provided that the employee does**
7 **not have discretion in the selection of bids or specifications.**¹

8 It shall be a misdemeanor for the director of schools to take any other contract under the Board, to
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to
10 become the owner of a school warrant other than that allowed for his/her service as director of schools
11 or as secretary to the Board.²

12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees of the Board will not engage in, or have a financial interest in, any activity that raises a
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school
15 staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any
17 service to the school system on a commission basis;¹
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not
19 receive royalties for sue of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The Board shall make no purchase of supplies, materials, or equipment from a school system
23 employee; and
- 24 5. Employees shall not solicit, for the purpose of selling instructional supplies, equipment and
25 reference books in a territory that includes the parents(s)/guardian(s) of the ~~children~~ **students** of
26 the school in which the employee is assigned.

Legal References:

1. TCA 49-6-2003
2. TCA 49-2-301(c)

Cross References:

- Gifts and Bequests 2.401
- Purchasing 2.805
- Bids and Quotations 2.806
- Purchase Orders and Contracts 2.808
- Employee-Developed Materials 4.405
- Staff Gifts and Solicitations 5.605

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date: 01/13/20
		Rescinds: 5.607	Issued: 01/13/93

1 Outside employment is regarded as employment for compensation which is not within the duties and
2 responsibilities of the employee's regular position with the school system.

3 The Board expects each of its regular, full-time employees to devote maximum effort to the position in
4 which they are employed. The nature of a given professional position may require additional hours
5 during evenings or other times when offices may be closed.

6 An employee will not perform any duties related to an outside job during his/her regular working hours
7 or during the additional time that the responsibilities of the position require, or will an employee use any
8 district facilities, equipment or materials in performing outside work. **This includes the Board's computer
9 systems and networks and any configuration of hardware and software. The systems and networks
10 include all of the computer hardware, operating system software, stored text, and data files. This
11 includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as
12 the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications
13 technologies, and new technologies as they become available. The Board reserves the right to have all
14 technology resource activity monitored.**

15 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the
16 employee may use such off-duty time for the purposes of remuneration, provided all the following
17 conditions are met:

- 18 1. The work in no way interferes with the degree of effectiveness of his/her work in the school
19 system;
- 20 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 21 3. Such outside obligations do not prevent the individual from assuming duties required by the
22 regular position; and
- 23 4. The individual does not receive remuneration for work which is customarily within his regular
24 position.¹

25 **SUPPORT PERSONNEL**

26 Support personnel shall not be prohibited from holding employment outside the school system so long
27 as such employment does not interfere with regular and overtime scheduled duties for the school system.

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Legal Reference:

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TCA 49-5-410

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 01/13/20
		Rescinds: 5.701	Issued: 08/14/17

- 1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 All substitute teachers shall be employed by the director of schools and paid by the Board.²

3 APPLICATION/QUALIFICATIONS

- 4 Criminal history record checks and fingerprinting of applicants for substitute teacher are required.³
5 Applicants whose records with the State Department of Education indicate a license or certificate
6 currently in revoked status shall not be hired.⁴
7 Qualifications for substitute teachers shall be a high school diploma or GED and attendance at a
8 substitute training session.

9 The substitute teacher lists will be prepared by the [~~director of schools, personnel director, etc.~~] who will
10 maintain a complete file on all substitute teachers. This file will include transcripts, credentials,
11 recommendations and other pertinent information. A list of all approved substitutes shall be provided to
12 all building principals. **Only** those persons on the approved substitute list shall be employed to substitute
13 teach.

14 COMPENSATION

- 15 The compensation of substitute teachers is determined annually by the Board.
16 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
17 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
18 after July 2, 2011, through July 1, 2016.⁷

19 CERTIFICATION

- 20 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
21 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
22 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
23 the state salary schedule.¹

- 24 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
25 benefits,¹ and may substitute for additional days if the director of schools certifies in writing to the State
26 Board of Education that no other qualified personnel are available to substitute teach.⁶

27

1 EMERGENCY NEEDS

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The director of schools shall be responsible for providing appropriate training and development
10 programs for substitute teachers.

11 All substitute teachers shall be required to attend an orientation session held at the beginning of each
12 schoolyear to provide instructions regarding reporting, pay schedules, and other pertinent information
13 and to answer questions.

14 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
15 teacher, including bus duty and playground supervision.

16 RE-EMPLOYMENT/TERMINATION

17 On an annual basis, the director of schools, with input from the principals, shall determine which
18 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
19 acceptable level shall not be re-employed.

20 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
21 the principal if they wish to terminate their service as substitutes.

22

Legal References:

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 01/13/20
		Rescinds: 6.200	Issued: 09/16/19

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

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

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

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

15 ABSENCES

16 Absences shall be classified as either excused or unexcused as determined by the principal or assistant
17 principal. Professional documentation shall be required.

18 Excused absences shall include:⁴

19 **I. Medical Excuses:** Students must provide valid documentation for absences which details accurate
20 dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school,
21 a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will
22 become permanently unexcused.

23
24 **II. Personal Days:** ~~Secondary students (grades 7-12) will be allowed three (3) excused personal days~~
25 ~~per semester and elementary students (grades K-6) will be allowed five (5) excused personal days~~
26 ~~per semester.~~ **Students will be allowed three (3) excused personal days per semester.** These days
27 will cover the following types of absences; however, proper documentation must be presented to the
28 office in order for the absence to be excused:

- 29 1. Personal illnesses, serious family illness or family emergency – (a note from the student's
30 parent/guardian or legal custodian will be required for the student's returning to school). The
31 note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a

- 1 student has three (3) school days in which to submit a note. After three (3) days, the absence(s)
2 will become permanently unexcused.
- 3 2. Driver's license (documentation is required).
- 4 3. Deaths
- 5 A. In the family – One (1) day will be excused. Additional days will be excused at the discretion
6 of the principal (program or death notice is required upon return to school)
- 7 B. Of others – The principal may excuse absences with appropriate documentation.
- 8 4. Religious Holidays/Retreats⁵ – Religious holidays will be excused with proper documentation
9 from the parent. Religious retreats must be pre-authorized by the principal with documentation
10 from religious church/agency sponsoring the retreat.
- 11 5. Appearance in court (documentation from a court official will be required as documentation).
- 12 6. Pregnancy.
- 13 7. Extreme weather conditions.

14

15 **III. Principal's Discretion:** Absences involving extenuating or unusual circumstances may be
16 approved or pre-approved by the principal on a case-by-case basis.

17 Any absence without a note is automatically an unexcused absence.

18 The principal shall be responsible for ensuring that:⁶

- 19 1. Attendance is checked and reported daily for each class;
- 20 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
21 the majority of the day;
- 22 3. All student absences are verified;
- 23 4. Written excuses are submitted for absences and tardiness; and
- 24 5. System-wide procedures for accounting and reporting are followed.

25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

37 **RELEASED TIME COURSE¹⁰**

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

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

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

6 Upon submission of the student's transcript from the entity that provided the released time course, the
7 student may be awarded one-half (1/2) unit of elective credit.

8 The Director of Schools shall develop procedures with secular criteria for determining whether credit
9 shall be awarded.

10 **TRUANCY**

11 *General*

12 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
13 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
14 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
15 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
16 considered present for school attendance purposes.¹¹ If a student is required to participate in a remedial
17 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
18 and the school system provides transportation, unexcused absences from these programs shall be
19 reported in the same manner.⁹

20 A student who is absent ~~five (5)~~ **three (3)** days without adequate excuse shall be reported to the Director
21 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
22 absence. If a parent does not provide documentation within adequate time excusing those absences, or
23 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
24 intervention plan described below prior to referral to juvenile court.

25 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
26 implemented.

27 **Tier I**

28 Tier I of the progressive truancy intervention plan is triggered at three (3) unexcused absences and shall
29 include the following:

- 30 1. A scheduled/attempted conference with the student and the student's parent(s)/guardian(s);
- 31 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
32 and an attendance supervisor or designee. The contract shall include:
 - 33 a. A specific description of the school's attendance expectations for the student;
 - 34 b. The period for which the contract is effective; and
 - 35 c. Penalties for additional absences and alleged school offenses, including additional
36 disciplinary action and potential referral to juvenile court; and
- 37 3. Regularly scheduled follow-up meetings to discuss the student's progress.

1 Tier II

2 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
3 the student will be subject to Tier II.

4 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a
5 student has been absent from school. The employee may refer the student to counseling, community-
6 based services, or other services to address the student's attendance problems.

7 Tier III

8 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Students will
9 be cited to the Marshall County Schools Truancy Board.

10 Interventions/Recommendations shall be determined by the Marshall County Schools Truancy Board.
11 The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be
12 approved by the Director of Schools/designee.

13 After five (5) unexcused absences and the progressive truancy intervention have been attempted, the
14 student/parent will be referred to Juvenile Court.

15 DRIVER'S LICENSE REVOCATION²

16 More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any
17 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

18 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
19 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

20 CREDIT/PROMOTION DENIAL

21 Credit/Promotion denial determinations may include student attendance; however, student attendance
22 may not be the sole criterion.⁶ However, if attendance is a factor, prior to credit/promotion denial, the
23 following shall occur:

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

27 Out-of-School Suspension days are likewise unexcused absences.

28 The principal shall be responsible for ensuring that:⁷

- 29 1. Attendance is checked and reported daily for each class;
- 30 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
31 the majority of the day;
- 32 3. All student absences are verified;
- 33 4. Written excuses are submitted for absences and tardiness;

- 1 5. System-wide procedures for accounting and reporting are followed; and
- 2 6. Students who are absent ~~five (5)~~ **three (3)** days without adequate excuse shall be reported to the
- 3 director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s)
- 4 of the student's absence.⁸ The director of schools/designee shall also comply with state law
- 5 regarding the reporting of truant students to the proper authorities.⁸

6 **TARDIES, EARLY DISMISSALS AND DETENTION**

- 7 1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the
- 8 school day or any portion of any class, study hall or activity during the school day for which the
- 9 student is scheduled.
- 10 2. Any student who misses more than fifteen (15) minutes of a class period will be counted as
- 11 absent.

12 **ELEMENTARY TARDY* POLICY**

13 *A tardy is defined as a late check in or an early check out from school.

14 After five (5) unexcused tardies, parents will receive written notice from school as a warning that further
15 unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After
16 a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy
17 Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect
18 in the Marshall County Juvenile Court.

19 Please note: Elementary students receive ~~five~~ **three** parent notes per semester. Parent notes can be used
20 for unexcused tardies.

21

22 **RULES AND PENALTIES**

- 23 1. A student must present documentation of his/her absence and receive a class admittance note
- 24 before entering class. Documentation must be turned in within three (3) school days from the
- 25 date the student returns to school, or the absences will be unexcused.
- 26 2. All missed classwork and tests (whether from an excused or unexcused absence) may be made
- 27 up if the student makes the request immediately upon returning to school and if class time is not
- 28 taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s)
- 29 by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within
- 30 one day per absence.
- 31 3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be
- 32 construed as make-up time. Under no circumstances will detention time be substituted for class
- 33 time and/or work missed.
- 34 4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student,
- 35 or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound"
- 36 teacher to provide instruction.
- 37 5. The principal shall be responsible for notifying in writing the director of schools and the parents
- 38 of the student of any action taken by the school.

- 1 6. A student participating in a school-sponsored activity, whether on or off campus, will not be
2 counted absent. The student will be eligible to make up all work missed and will receive full
3 credit for the assignment upon completion of the work. To qualify as “school-sponsored”, the
4 activity must be school-planned, school-directed, and supervised by an approved sponsor.
- 5 7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not
6 be permitted for any reason except for emergencies such as inclement weather or other
7 unavoidable situations, unless instruction time is made up in full.
- 8 8. Student attendance records will be given the same level of confidentiality as other student
9 records. Only authorized school officials engaged in legitimate educational purposes may have
10 access to student information without the express consent of the parent or guardian, if the student
11 is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
- 12 9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

13 **ATTENDANCE HEARING¹⁰**

14 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
15 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
16 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
17 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
18 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
19 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
20 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
21 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
22 of any action taken regarding the excessive unexcused absences. The notification shall advise
23 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
24 Schools/designee.

25

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

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

31 The Director of Schools/designee shall ensure that this policy is posted in each school building and
32 disseminated to all students, parents, teachers, and administrative staff.

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Legal References:

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 01/13/20
		Rescinds: 6.411	Issued: 08/14/17

1 The Board recognizes the link between nutrition, physical activity and learning. In order to implement
2 overall wellness for students, the plan below shall be followed by all schools and the district.¹

3 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

4 All schools shall implement the CDC's Coordinated School Health approach to managing new and
5 existing wellness related programs and services in schools and the surrounding community based on
6 State law and State Board of Education CSH standards and guidelines. The district's Coordinated School
7 Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH
8 standards and guidelines in the school district.

9 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

10 An advisory council shall be established to serve as a resource to school sites for implementing policies.
11 The council shall consist of individuals representing the school and community, including but not limited
12 to, staff, students, teachers, school administrators, parents, civic organizations, community organizations
13 and agencies, and others concerned with the health and wellness of students with at least two-thirds of
14 the members being non-school personnel.² The primary responsibilities of the council include but are
15 not limited to:

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

23 The State Board of Education's Coordinated School Health and Physical Education Policies shall be
24 used as guidance by the Council to make recommendations. The Board may consider recommendations
25 of the council in making policy changes or revisions.³

26 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and
27 administrators.² The Team shall hold Healthy School Team meetings during the school year to assess
28 needs and oversee planning and implementation of school health efforts.

29

1 **COMMITMENT TO NUTRITION**

2 All schools within the District shall participate in the USDA child nutrition program, including the
3 National School Lunch Program, the School Breakfast Program, the Summer Food Service Program,
4 and the After School Snack Program.^{4,5,6} The school nutrition coordinator shall be responsible for
5 overseeing the school district's compliance with the State Board of Education Rules and Regulations for
6 sale of food items in the school district.^{5,6}

7 Meals shall be accessible to all students in a non-stigmatizing manner. All food including vending
8 machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-
9 free Kids Act 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for
10 overseeing the school district's compliance with the State Board of Education Rules and Regulations for
11 sale of food items in the school district.^{2,5,6}

12 Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good
13 nutritional habits shall be encouraged.

14 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

15 The Board shall monitor the effectiveness of the school nutrition program within a wide-range of student
16 constituency groups. Factors to be considered shall include, but are not limited to:

- 17 1. Participation rates in school meal programs;
- 18 2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on children's
19 health, behavior, and school performance and to monitor satisfaction with snack choices;
- 20 3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on children's
21 health, behavior, and school performance and to monitor satisfaction with snack choices;
- 22 4. Test scores⁴; and
- 23 5. Teacher surveys of students' classroom behavior, attention span, and memory.

24 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

25 The Board recognizes physical activity is extremely important to the overall health of a child. Schools
26 shall support and promote physical activity. Physical activity may be integrated into any areas of the
27 school program. Physical Education classes shall be offered with moderate to vigorous physical activity
28 being an integral part of the class. Students shall be encouraged by staff whenever possible to be
29 physically active. In addition to the district's physical education program, non-structured physical
30 activity periods shall be offered in grades K-6. Non-structured physical activity will consist of a
31 temporary withdrawal or cessation from usual school work or sedentary activities.⁷

32 The following opportunities for physical activity shall be provided:⁷

- 33 1. Elementary school students – a minimum of 130 minutes of physical activity each full school
34 week. Elementary schools must offer at least one period of physical activity that is at least 15
35 minutes each day.
- 36 2. Middle and high schools- a minimum of 90 minutes of physical activity each full school week.

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

3 **COMMITMENT TO CURRICULUM³**

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

5 **SCHOOL HEALTH INDEX³**

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

9 **RECORD KEEPING COMPLIANCE**

10 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
11 compliance with community involvement requirements are maintained. The Coordinated School Health
12 Coordinator shall additionally document that the school wellness policy and triennial assessments are
13 made available to the public.⁸

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Legal References:

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669
8. 7 C.F.R. § 210.31(f)

DELETE

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Use of Records	Descriptor Code: 6.603	Issued Date: 02/13/03
		Rescinds: 6.603	Issued: 02/08/00

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

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

8 Authorized school officials may release information from or permit access to a student’s education
9 record without the parent(s) or eligible student’s* prior written consent in the following instances:

- 10 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
11 reasonable effort to notify the student’s parent(s) or the eligible student;
- 12 2. If the disclosure is an item of directory or statistical information;
- 13 3. To comply with the requirements of child abuse reports to the extent known by the school
14 officials including the name, address and age of the child, the name and address of the person
15 responsible for the care of the child, and the facts requiring the report;²
- 16 4. When certain federal and state officials need information in order to audit or enforce legal
17 conditions related to federally-supported education programs in the school system;
- 18 5. When the school system has entered into a contract or written agreement for an organization to
19 conduct scientific research on the system’s behalf to develop tests or improve instruction,
20 provided that the studies are conducted in a manner which will not permit the personal
21 identification of students and their parents by individuals other than representatives of the
22 organization and the information will be destroyed when no longer needed for the purpose for
23 which the study was conducted;³
- 24 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal
25 Revenue Code of 1954;⁴
- 26 7. To accrediting organizations to carry out their accrediting functions;

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

16 Authorized school officials may release information from a student's education record if the student's
17 parent(s) or the eligible student gives written consent for the disclosure. The written consent must
18 include:

- 19 1. A specification of the records to be released;
- 20 2. The reasons for the disclosure;
- 21 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
22 made;
- 23 4. The signature of the parent(s) or eligible student;
- 24 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
25 student's parent(s) or the eligible student may obtain a copy of any records disclosed under this
26 provision.

27 The school system will maintain an accurate record of all requests to disclose information from, or to
28 permit access to, a student's education records. The system will maintain an accurate record of
29 information it discloses and access it permits. The system will maintain this record as long as it maintains
30 the student's education record.

31 The record will include at least:

- 32 1. The name of the person or agency that makes the request;
- 33 2. The interest the person or agency has in the information;
- 34 3. The date the person or agency makes the request; and

1 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

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Legal References:

1. USCA 20-1232g; TCA 10-7-506; TCA 10-7-504
2. TCA 37-1-403
3. TRR/MS 0520-1-3-.09(5)(e)(7)
4. 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170
5. TRR/MS 0520-1-3-.03(11)(e)
6. USA Patriot Act of 2001 § 507