

Under the continued provisions of the State Executive Order to protect the safety and welfare of the public, the Washington County Board of Education meeting will be closed to the public. In order to maintain transparency, the meeting will be livestreamed and an audio recording will be provided as requested. On the day of the meeting, the livestream link can be found on the website, www.wcde.org.

**WASHINGTON COUNTY
BOARD OF EDUCATION**

October 27, 2020

5:00 PM

Central Office

- I. CALL TO ORDER**
- II. Structure of Board Committees**
- III. Policy Review and Consideration**
- IV. Second Readings**
 - A. 2.601 Fundraising Activities**
 - B. 3.406 Commercial Advertising on School Buses**
 - C. 4.302 Field Trips/Excursions/Competitions**
 - D. 4.707 Graduation Activities**
 - E. 6.302 Procedural Due Process**
 - F. 6.306 Interference/Disruption of School Activities**
 - G. 6.307 Drug-Free Schools**
 - H. 6.310 Dress Code**
 - I. 6.311 Care of School Property**
 - J. 6.312 Use of Personal Communication Devices**
 - K. 6.314 Corporal Punishment**
 - L. 6.315 Detention**
 - M. 6.318 Admission of Suspended or Expelled Students**
 - N. 6.401 Student Health Services**
 - O. 6.402 Physical Examinations and Immunizations**
 - P. 6.404 Acquired Immune Deficiency Syndrome**
 - Q. 6.405 Medicines**
- V. Action for Schools**
 - A. 1.803 Tobacco/Vaping-Free Schools (First Reading)**
 - B. 4.205 Enrollment in College Level Courses (First Reading)**
 - C. 4.203 Advanced College Placement (Delete)**
 - D. 5.403 Drug and Alcohol Testing for Employees (First Reading)**
 - E. 6.200 Attendance (First Reading)**

- F. **6.3021 Disciplinary Procedures for Students Receiving Special Education (First Reading)**
- G. **6.308 Bus Safety and Conduct (First Reading)**
- VI. **TSBA Review of Policy - Section 6**
 - A. **6.303 Interrogations and Searches (First Reading)**
 - B. **6.309 Zero Tolerance Offenses (First Reading)**
 - C. **6.3161 Use of Food as Reward/Punishment (Maintain)**
 - D. **6.3162 Physical Activity as Punishment (Delete)**
 - E. **6.317 Student Disciplinary Hearing Authority (First Reading)**
 - F. **6.319 Alternative Education (First Reading)**
 - G. **6.4051 Glucagon and Diazepam Gel (Diastat) (First Reading)**
 - H. **6.4081 Safe Relocation of Students (First Reading)**
 - I. **6.4091 Student Safety Protocols (Maintain)**
 - J. **6.410 Emergency Contact Information (First Reading)**
 - K. **6.411 Student Wellness (First Reading)**
 - L. **6.412 Emergency Allergy Response Plan (First Reading)**
 - M. **6.413 Prevention and Treatment of Sports Related Concussions (First Reading)**
 - N. **6.414 Prevention and Treatment of Sudden Cardiac Arrest (First Reading)**
 - O. **6.415 Student Suicide Prevention (First Reading)**
 - P. **6.500 Special Education Students (First Reading)**
 - Q. **6.501 Married and/or Pregnant Students (Delete)**
 - R. **6.502 Foreign Exchange Students (Maintain)**
 - S. **6.503 Homeless Students (First Reading)**
 - T. **6.504 Migrant Students (Maintain)**
 - U. **6.505 Students in Foster Care (First Reading)**
 - V. **6.600 Student Records (First Reading)**
 - W. **6.601 Student Records Annual Notification of Rights (Maintain)**
 - X. **6.602 Student Records Inspection and Correction Procedure (First Reading)**
 - Y. **6.602 Ad Student Records Correction Procedures (Delete)**
 - Z. **6.603 Student Records/Use of Records (Delete)**
 - AA. **6.404 Directory Information Procedure (Delete)**
 - BB. **6.700 Student Activities (Delete)**
 - CC. **6.701 Student Solicitations/Fundraising Activities (Delete)**
 - DD. **6.702 Student Clubs & Organizations (Delete)**
 - EE. **6.703 Student Government (Maintain)**
 - FF. **6.704 Student Publications (First Reading - New)**
 - GG. **6.705 Student Social Events (Delete)**
 - HH. **6.706 Student Performances (Delete)**
 - II. **6.707 Contests for Students (Delete)**
 - JJ. **6.710 Gifts (Maintain)**
- VII. **COVID Update**
- VIII. **ADJOURNMENT**

Second Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Field Trips / Excursions / Competitions	Descriptor Code: 4.302	Issued Date: Second Reading
		Rescinds: 4.302	Issued: 11/08/18

1 The board encourages field trips and excursions when the experiences are an integral part of the school
2 curriculum and contribute to the board's desired educational goals.

3 The director of schools shall develop forms and procedures for submitting, reviewing, and approving
4 requests for field trips. Any request for a field trip, excursion, or competition which requires students
5 to travel out of state or stay overnight requires prior board approval.

6 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 7 1. Any teacher or principal desiring to take a group of students away from the school on an
8 education field trip requiring transportation must obtain advanced approval of the director.
9 Field trips in the immediate vicinity of the school and not requiring transportation may be
10 approved by the principal;
- 11 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
12 by general class discussion and/or research;
- 13 3. If bus transportation is required, the principal or their designee shall make the necessary
14 arrangements. A fee will be charged to the school for mileage when school system buses are
15 used;
- 16 4. Signed parental permission forms must be obtained for every student make an off-campus trip
17 beyond the immediate vicinity of the school. The principal shall ensure that these forms are
18 kept on file for the remainder of the school year. The form for parental permission must
19 include: purpose, date, time of departure & return, travel plans, destination, number of
20 chaperons, personal expense involved, rules of conduct and penalties for violation, and other
21 facts necessary for parents to be fully informed. This information is to be completed by the
22 school before the form is signed by the parents;
- 23 5. Overnight educational trips and chaperones must be approved by the director of schools in
24 advance. These groups must be accompanied by at least on regular staff member and others
25 from the school who are appropriate for adequate supervision and shall be responsible for
26 student conduct while away. There must be at least one female and one male chaperon if the
27 trip is for a mixed group;
- 28 6. Students shall not be penalized for participating in approved school-sponsored trips and
29 activities. Teachers shall permit students to make up class assignments missed because of a trip
30 or activity;
- 31 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
32 principal immediately upon returning to school. Serious accidents involving personal injury
33 must be reported to the principal and/or director of schools. An emergency shall be dealt with
34 promptly by the teacher or other members of the school staff by taking appropriate action,
35 including sending the student to the hospital or summoning medical aid or ambulance. In cases

- 1 where it is necessary to send the student to the hospital, reasonable effort must be made to
 2 notify the parents;
- 3 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
 4 section must have prior approval of the director of schools or their designee.
- 5 9. Any school-sponsored trip which is out of country must have prior approval by the Board; and
 6 10. Students who are members of the above group who do not go on the field trip are required to
 7 attend regular classes.

8 Any trip for which a fee is charged as defined by state board policy is prohibited.¹

9 **INDEPENDENTLY PLANNED TRIPS**

10 Trips privately planned by school district employees, acting outside the scope of their employment, are
 11 not authorized by the school district.

12 These trips are not approved by the Board and are not considered a part of the curriculum. Total
 13 responsibility for privately planned trips rests with the chaperone(s) as well as with the
 14 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 15 1. Board funds or resources shall not be used;
- 16 2. School district materials shall not be used;
- 17 3. The Board shall not assume any liability;
- 18 4. Employees are not authorized to act on behalf of the school district;
- 19 5. Recruitment efforts made by an employee shall not occur during the instructional school
 20 day; and
- 21 6. **Employees are not authorized to recruit students in any privately planned trip except
 22 to the extent that the school also permits third party vendors to recruit for such trips.**
- 23 7. Absences caused by participation in privately planned trips shall be considered unexcused.
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 25
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 29

30 **The Washington County Board of Education cautions any employee organizing a privately
 31 planned trip regarding an educator’s professional duties toward the students of the Washington
 32 County Schools, including the obligation not to use relationships with students for personal
 33 financial gain.**

Legal Reference

1. TRR/MS 0520-01-03(3)(a)

Cross References

Special Use of School Vehicles 3.402
 Extracurricular Activities 4.300
 Attendance 6.200

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: First Reading
		Rescinds: 6.309	Issued: 05/07/98

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

- 3 1. Unauthorized possession of a firearm on school property;²
- 4
- 5 2. Unlawful possession, **use, or being under the influence** of any drug, including any controlled
6 substance, controlled substance analogue, or legend drug on school grounds or at a school-
7 sponsored event; and
- 8
- 9 3. Aggravated assault³ or assault that results in bodily injury⁴ upon any teacher, principal,
10 administrator, any other employee of the school, or school resource officer.

11 Committing any of these offenses shall result in a student being expelled from regular attendance at
12 school for at least one (1) calendar year, unless modified by the Director of Schools. Modification to
13 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
14 offenses shall be assigned to an alternative school or program if staff and space are available as
15 determined at the time of the infraction⁵

16 When it is determined that a student has violated this policy, the principal of the school shall notify the
17 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
18 law.⁶

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)
3. TCA 39-13-102
4. TCA 39-13-101(a)(1)
5. TCA 49-6-3401(g)(2); TCA 49-6-3042
6. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

Student Code of Conduct 6.300
**Disciplinary Procedures for Students
Receiving Special Education 6.3021**
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority
6.317
Alternative Education 6.319

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Safety Patrols	Descriptor Code: 6.4091	Issued Date: 05/07/98
		Rescinds:	Issued:

- 1 School safety patrols¹ may be organized at the discretion of the principal and shall be under his/her
- 2 direct supervision. He/She will establish and enforce rules regarding student safety patrols and for
- 3 students obeying student patrols.

- 4 Before a student may be placed in a patrol position, the parent(s) shall give written consent, which
- 5 shall be kept on file in the principal's office. The student patrol shall be used only on school property.

Legal References

1. TCA 49-2-203(b)(6)

Cross References

First Reading

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: First Reading
		Rescinds:	Issued:

1 The Washington County School System shall provide all students in foster care, to include those
2 awaiting foster care placement, with a free and appropriate public education.

3 **ENROLLMENT**

4 Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled,
5 even if the student is unable to produce records normally required for enrollment (i.e. academic
6 records, immunization records, health records, proof of residency) or missed the district's application
7 or enrollment deadlines.¹

8 **PLACEMENT**

9 The district and the child welfare agency shall determine whether placement in a particular school is in
10 a student's best interest. Other parties, including the student, foster parents, and biological parents (if
11 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school
12 staff members shall participate in the best interest decision process. This determination shall be made
13 as quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.² For
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a
18 placement change if the student is already placed in foster care.³

19 When determining placement, student-centered factors including, but not limited to, the following shall
20 be considered:

- 21 1. Preferences of the student;
- 22 2. Preferences of the student's parent(s) or education decision maker(s);
- 23 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 24 4. Placement of the student's siblings;
- 25 5. Influence of the school climate on the student, including safety;
- 26 6. The availability and quality of the services in the school to meet the student's educational
27 needs;
- 28 7. History of school transfers and how they have impacted the student;
- 29 8. How the length of the commute would impact the student;
- 30 9. Whether the student is receiving special education and related services, and if so, the
31 availability of those required services in a school other than the school of origin; and

1 10. Whether the student is an EL and is receiving language services, and, if so, the availability of
2 those required services in a school other than the school of origin.

3 Transportation costs should not be considered when determining a student's best interest.

4 If it is not in the student's best interest to attend the school of origin, the director of schools or his/her
5 designee shall provide a written explanation of the reasons for the determination. The written
6 explanation shall include a statement regarding the right to appeal the placement decision. If the
7 placement decision is appealed, the district shall refer the student to the district coordinator for children
8 in foster care who shall carry out the dispute resolution process as expeditiously as possible and in
9 accordance with the law.² Until the dispute is resolved, to the extent feasible, the student shall remain
10 in his/her school of origin.²

11 **TRANSPORTATION**^{3,4}

12 The district shall collaborate with the local child welfare agency to develop and implement clear and
13 written procedures governing how transportation to a student's school of origin shall be provided,
14 arranged, and funded. This transportation will be provided for the duration of the student's time in
15 foster care.

16 The director of schools shall develop administrative procedures to provide for transportation of
17 students in foster care.⁵ These procedures must ensure that:

- 18 1. Students in foster care needing transportation to their schools of origin will promptly receive
- 19 that transportation in a cost-effective manner and in accordance with federal law; and
- 20 2. If there are additional costs incurred in providing transportation to the school of origin, the
- 21 district will provide such transportation if:
 - 22 a. the local child welfare agency agrees to reimburse the district for the cost of such
 - 23 transportation;
 - 24 b. the district agrees to pay for the cost; or
 - 25 c. the district and local child welfare agency agree to share the cost.⁴

26 The district will ensure that a student in foster care, to include a student awaiting foster care placement,
27 remains in his/her school of origin while any disputes regarding transportation costs are being
28 resolved.

Legal References

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)

Cross References

Attendance 6.200
School Admissions 6.203

5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: First Reading
		Rescinds: 6.600	Issued: 09/03/15

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the
3 student through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
5 on the birth certificate unless evidence is presented that such name has been legally changed. If the
6 parent does not have or cannot obtain a birth certificate, then the name used on the records of such
7 student shall be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same
9 as that shown on records from the school previously attended unless evidence is presented that such
10 name has been legally changed as prescribed by law.

11 **When a student transfers to another school within the system, copies of the student's records,**
12 **including the student's disciplinary records, shall be sent to the transfer school.²**

13 When a student transfers to a school outside the system, copies of the student's records, including the
14 student's disciplinary records, shall be sent to the transfer school.²

15 All records shall be remitted in accordance with the Family Education Rights and Privacy Act
16 (FERPA).³

17 ACCESS TO STUDENT RECORDS

18 Student records shall be confidential. Authorized school officials shall have access to and permit access
19 to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is
20 the official's need to know information in order to:

- 21 1. Perform required administrative tasks;
- 22 2. Perform a supervisory or instructional task directly related to the student's education; and
- 23 3. Perform a service or benefit for the student or the student's family such as health care,
24 counseling, student job placement, or student financial aid.

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

- 1 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
2 reasonable effort to notify the student's parent(s) or the eligible student before making a
3 disclosure;⁵
4
- 5 2. If the disclosure is an item of directory information;⁶
6
- 7 3. To comply with the requirements of child abuse reports to the extent known by the school
8 officials including the name, address, and age of the child; the name and address of the person
9 responsible for the care of the child; and the facts requiring the report;⁷
10
- 11 4. When certain federal and state officials need information in order to audit or enforce legal
12 conditions related to federally-supported education programs in the school system;⁸
13
- 14 5. When the school system has entered into a contract or written agreement for an organization to
15 conduct scientific research on the system's behalf to develop tests or improve instruction,
16 provided that the studies are conducted in a manner which will not permit the personal
17 identification of students and their parents by individuals other than representatives of the
18 organization and the information will be destroyed when no longer needed for the purpose for
19 which the study was conducted;⁹
20
- 21 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
22 Internal Revenue Code;¹⁰
23
- 24 7. To accrediting organizations to carry out their accrediting functions;¹¹
25
- 26 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
27 Parent(s) of students or eligible students have a right to obtain copies of records transferred
28 under this provision;¹²
29
- 30 9. To financial institutions or government agencies that provide or may provide financial aid to a
31 student in order to establish eligibility, to determine the amount of financial aid, to establish
32 conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
33
- 34 10. To make the needed disclosure in a health or safety emergency when warranted by the
35 seriousness of the threat to the student or other persons, when the information is necessary and
36 needed to meet the emergency, when time is an important and limiting factor, and when the
37 persons to whom the information is to be disclosed are qualified and in a position to deal with
38 the emergency;¹⁴
39
- 40 11. To the Attorney General or his designee for official purposes related to the investigation or
41 prosecution of an act of domestic or international terrorism. An educational agency that, in
42 good faith, produces education records in accordance with an order issued under this Act shall
43 not be liable to any person for that production;¹⁵
44

1 12. To any agency caseworker or other representative of a state or local child welfare agency or
 2 tribal organization authorized to access the student's educational records when such agencies or
 3 organizations are legally responsible for the care and protection of the student.¹⁶

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

- 7 1. A specification of the records to be released;
- 8 2. The reasons for the disclosure;
- 9 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
 10 made;
- 11 4. The signature of the parent(s) or eligible student;
- 12 5. The date of the consent, and if appropriate, a date when the consent is to be terminated. The
 13 student's parent(s) or the eligible student* may obtain a copy of any records disclosed under
 14 this provision.

15 The school system will maintain an accurate record of all requests to disclose information from or to
 16 permit access to a student's education records. The system will maintain an accurate record of
 17 information it discloses and access it permits. The system will maintain this record as long as it
 18 maintains the student's education record.¹⁸

19 The record will include at least:¹⁸

- 20 1. The name of the person or agency that makes the request;
- 21 2. The interest the person or agency has in the information;
- 22 3. The date the person or agency makes the request; and
- 23 4. Whether the request is granted, and if it is, the date access is permitted or the disclosure is
 24 made.

25 * *The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a*
 26 *post-secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(13)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(11)(e)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 §

Cross References

- School District Records 1.407
 Textbooks and Take-Home Instructional Technology 4.501
 Promotion and Retention 4.603
 Testing Programs 4.700
 Attendance 6.200
 Withdrawals 6.207
 Child Custody/Parental Access 6.209
 Bus Safety and Conduct 6.308
 Corporal Punishment 6.314
 Disciplinary Hearing Authority 6.317
 Admission of Suspended/Expelled Students 6.318
 AIDS 6.404

507

16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Format Update Only

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 09/04/03
		Rescinds: 6.601	Issued: 05/07/98

1 Within the first three (3) weeks of each school year, the school system shall notify parent(s) of students
2 and eligible students* of each student's privacy rights.¹ For students enrolling after the above period,
3 this information shall be given to the student's parent(s) or the eligible student at the time of
4 enrollment.² The notice shall include the right of the student's parent(s) or the eligible student to:

- 5 1. Inspect and review the student's education records;
6
- 7 2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in
8 violation of the student's rights, including the right to a hearing upon request;
9
- 10 3. File a complaint with the appropriate state or federal officials when the school system violates
11 laws and regulations relative to student records;
12
- 13 4. Obtain a copy of this policy and a copy of the student's educational records; and
14
- 15 5. Exercise control over other people's access to the records, except when prior written consent is
16 given, or under circumstances as provided by law or regulations, or where the school system
17 has designated certain information as "directory information." Parent(s) of students or eligible
18 students have two (2) weeks after notification to advise the school system in writing of items
19 they designate not to be used as directory information. The records custodian shall mark the
20 appropriate student records for which directory information is to be limited, and this
21 designation shall remain in effect until it is modified by the written direction of the student's
22 parent(s) or the eligible student.

23 **DIRECTORY INFORMATION**

24 "Directory information" means information contained in an education record of a student which would
25 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not
26 limited to, the student's name, address, telephone number, e-mail address, photograph, date and place
27 of birth, major field of student, dates of attendance, grade level, enrollment status (e.g. undergraduate,
28 graduate, full-time, or part-time), participation in officially recognized activities and sports, weight and
29 height of members of athletic teams, degrees, honors and awards received, and the most recent
30 educational agency or institution attended.³

31 Student directory information for 11th and 12th graders shall be made available upon request to
32 persons or groups which make students aware of occupational and educational options, including
33 official recruiting representatives of the military forces of the State and the United States.⁴

- 1 **The student becomes an “eligible student” when he/she reaches age eighteen (18) or enrolls in a*
2 *post-secondary school, at which time all of the above rights become the student’s rights.*⁵

Legal References

1. 34 CFR §§ 99.4, 99.7; TCA 49-1-703
2. 34 CFR § 99.7
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 USCA § 503(c)
5. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

Cross References

Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: First Reading
		Rescinds: 6.602	Issued: 05/07/98

1 INSPECTION PROCEDURE

2 Parent(s) of students and eligible students* may inspect and review the student's education records
3 upon written request.¹

4 Parent(s) or eligible students shall submit to the records custodian a request, which identifies as
5 precisely as possible the record(s) to inspect ~~and the records custodian will contact the same to~~
6 ~~discuss how access will best be arranged as promptly and practicable as possible,~~ and this
7 inspection must be completed within 45 days from the receipt of the request.

8 The right to inspect and review educational records includes the right to a response from school
9 officials concerning requests for explanation and interpretation of the data. School officials shall
10 presume that the parent has the authority to inspect and review records relating to his/her child unless
11 the school system has been advised that the parent does not have the authority under applicable state
12 law governing guardianship, separation, and divorce.²

13 When a record contains information about a student other than the parent's child or the eligible
14 student, the parent(s) or eligible student may not inspect and review that information.²

15 FEES FOR COPIES³

16 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the
17 director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by
18 the records custodian.

19 CORRECTION PROCEDURES

20 Parent(s) of students or eligible students may seek to change any part of the student's record they
21 believe to be incorrect.⁴ The director of schools shall develop an acceptable procedure to establish an
22 orderly process to review and potentially correct an education record.

23 **The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a*
24 *post-secondary school, at which time all of the above rights become the student's rights.*

Legal References

1. 34 CFR §§ 99.3, 99.10; TCA 49-1-704
2. 34 CFR § 99.4

Cross References

Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308

3. 34 CFR § 99.11
4. 34 CFR §§ 99.20, 99.21, 99.22

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Government	Descriptor Code: 6.703	Issued Date: 05/07/98
		Rescinds:	Issued:

- 1 Each school may establish an elected student council.
- 2 The council shall be governed by its own constitution, which shall be approved by the principal and
- 3 faculty of the school. Defining the council's jurisdiction shall be a joint and cooperative effort of the
- 4 principal, teachers, students, and the student government constitution.
- 5 General purposes of the council shall be:
 - 6 1. To promote better relationships between teachers and students;
 - 7 2. To provide a communication channel for student opinion;
 - 8 3. To promote organizational services for students and faculty;
 - 9 4. To encourage positive attitudes, leadership, and citizenship; and
 - 10 5. To contribute to the total educational growth of students.
- 11 Suggestions from the student council shall be given administrative consideration for adoption and/or
- 12 implementation.

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Publications	Descriptor Code: 6.704	Issued Date: First Reading
		Rescinds:	Issued:

1 **STUDENT RIGHTS**

2 A student shall be allowed to responsibly express and disseminate his/her views in writing.

3 Any student may submit articles and editorials for school-sponsored publications. The procedure for
4 submission of materials shall be published and distributed to all students.

5 **STANDARDS**

6 School-sponsored publications shall adhere to commonly accepted community standards, and no
7 printed material may be distributed which:

- 8 1. Is obscene;
- 9 2. Is libelous; or
- 10 3. May create a material and substantial disruption of the normal school activity or appropriate
11 discipline in the school.

12 **CONTROL AND SUPERVISION**

13 Student publications shall be under the control of the principal. Each school shall have a faculty
14 sponsor who reviews all publications proposed to be distributed in the school by a student or school
15 group.

16 **DISTRIBUTION**

17 School authorities shall regulate the time, manner, place, and duration for the distribution of
18 publications on school grounds.

19 **APPEALS**

20 If a request for distributing any portion of a student publication is denied by the faculty sponsor, the
21 decision may be appealed to the principal, then to the director of schools, and ultimately to the board.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Use of Copyrighted Materials 4.404
Use of the Internet 4.406
Web Pages 4.407
Controversial Issues 4.800

