

Board of Education
November 9, 2022 4:30 PM
Central Services Board Room

BOARD MEMBERS:

1. Call to Order - Ms. Rebecca Hamby
2. Moment of Silence / Pledge of Allegiance - Ms. Rebecca Hamby
3. Approval of Committee Minutes
4. Policy 2.802 Payroll Procedures
5. Policy 3.100 Business Management Goals
6. Policy 3.2011 Protection Against Injury
7. Policy 3.2012 Violation of Safety Procedures
8. Policy 3.203 Crisis Management
9. Policy 3.207 Energy Use and Conservation
10. Policy 3.208 Facilities Planning
11. Policy 3.210 Naming of Facilities
12. Policy 3.211 New Project Planning
13. Policy 3.212 District Water Testing
14. Policy 3.218 Service Animals in District Facilities
15. Policy 3.219 Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum
16. Policy 3.220 Access to Private Facilities
17. Policy 3.300 Equipment and Supplies Management
18. Policy 3.3001 Use of Cellular Phones
19. Policy 3.301 Equipment and Supplies: Leasing and Renting
20. Policy 3.400 Student Transportation Management
21. Policy 3.401 Bus Scheduling and Routing
22. Policy 3.402 Special Use of School Vehicles

23. Policy 3.403 Traffic and Parking Controls
24. Policy 3.405 Commercial Advertising on School Buses
25. Policy 3.500 Food Service Management
26. Policy 3.600 Insurance Management
27. Policy 3.602 Worker's Compensation
28. Policy 4.209 Alternative Credit Options
29. Policy 4.502 Parent and Family Engagement
30. Policy 4.602 Class Ranking
31. Other Discussion
32. Adjournment

Policy Committee Meeting
September 29, 2022
Central Services Board Room

The Policy Committee met on Thursday, September 29, 2022, in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 5:38 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Mr. William Stepp, DOS	Shannon Stout, District 9
Elizabeth Stull, District 1	Ms. Rebecca Hamby, District 7
Sheri Nichols, District 3	Earl Patton, Board Atty
Ms. Teresa Boston, District 8	Mo Charnot, Media
Ms. Kim Bray, HR Director	Scott Maddox, HS/CTE Supervisor
Ms. Rebecca Farley, Pre-K/Elem Supervisor	Julia Timson, CCEA President
Karri Hobby, CCHS Principal	Kelly Smith, SMHS Principal

Absent:

1. **Call to Order** – Ms. Rebecca Hamby
2. **Moment of Silence/Pledge of Allegiance** – Ms. Rebecca Hamby
3. **Approval of Minutes** – Ms. Rebecca Hamby

VOICE VOTE: Stout moved to approve.
Stull (seconder-yes)

MOTION: Carried unanimously

Ms. Hamby told everyone that nominations and voting would take place for a committee chairman. Hamby then nominated herself for Chair. No other nominations. Unanimous Vote for Hamby to become Chair of Policy committee.

4. Policy 1.200 Method of Election of Officers

Hamby introduced the policy. She asked for a motion and second for discussion. Stout and Stull with motion and second. Hamby said she added line 11-12 to the policy to ensure the board did not get into the same situation as this election year where the Chair and Vice Chair both were outgoing board members. Stout asked if the parliamentarian could step in if the other 2 were out and if so, does that position need to be added to the policy. Patton answered and said he did not believe that Robert's Rules of Order does not provide that the parliamentarian would have that authority. Boston asked who would call the special called meeting if neither the Chair or Vice Chair was in position? Stepp told everyone that was in policy 1.400 and Boston said she just wanted to clarify. Hamby said this policy doesn't mention the TLN representative but suggested it be added after line 5. Patton made a suggestion that lines 11-12 read "A majority of the Board may call for a special meeting to elect officers in the event vacancies occur in both the Chairman and Vice Chairman positions". All agreed and Hamby said this will be sent on to the full board.

VOICE VOTE: Stout (mover-yes)
Stull (seconder-yes)

All Ayes

MOTION: Carried unanimously

5. Policy 1.600 Policy Development and Adoption.

Hamby stated that she had added a paragraph about writing procedures but didn't clarify what she meant by that addition and would like to remove that paragraph now. She said she intended for that paragraph to pertain to the dress code-uniformity. Stepp told the committee that his intent will be to have all principals to work together. He said if there is inconsistency from building to building, he would correct that. He would make sure all schools and principals are working together to be on the same page. Stout said if there are administrative type procedures that he's changing, then just make the board aware and if anyone has questions they would all know and Stepp was happy to do so. Hamby again stated she would like to remove the paragraph she added. Boston asked what was policy 1.601? Stepp said it's administrative procedures and that DOS is responsible for implementing board policy and for clarification to staff students and the public. Boston said she felt the paragraph Hamby was referring to would be covered under 1.601. Hamby said the paragraph would be removed and that policy remain as it currently reads.

VOICE VOTE: Stout (mover-yes)
Hamby (seconder-yes)
All Ayes

MOTION: Carried unanimously

6. Policy 3.404 Private Vehicles

Hamby introduced the policy. Stull made a motion and Stout with a second for discussion. Boston asked if this covered Stepp's concerns. Stepp said it covers the districts concern which was if we banned all student use of vehicles then we have yearbook students, WBL, dual enrollment and TCAT students who that will affect. Patton said paragraph 6 & 7 was very similar and he would like to avoid any confusion and asked if they could those lines be combined? Stepp said the spirit of that was the athletic side and students driving themselves to events and written that way for specifically athletics. And this falls more into a parent permission type thing. Maddox brought up that number 7 was added to the original policy but this second revision is limiting students for different activities that kids need to drive to/for. Hamby asked for Patton's advice. He said he reads number 6 as parent permission with proof of insurance. Hamby asked if adding "extra-curricular activities" should be added. Patton reminded everyone that this policy is saying that employees do not ask or agree to have student's ride with another student. That would release the district for liability as that would show good faith. After several more back and forth questions, comments and realizations, Patton said they should go back and table it for further review as this is peeling another layer each time. Hamby made the motion to table this policy until further review with Patton. Stull with a second.

VOICE VOTE: Hamby (mover-yes)
Stull (seconder-yes)
All Ayes

MOTION: Carried unanimously

7. Policy 4.210 Credit Recovery

Hamby introduced policy and Stepp told everyone this is the TSBA recommendations. Stout with motion and Stull with second. No discussion, accept as presented.

VOICE VOTE: Stout (mover-yes)
Stull (seconder-yes)
All Ayes

MOTION: Carried unanimously

8. Policy 4.214 Innovative High School Program

Stupp told everyone that this was a TSBA new recommended policy. This pushes toward the grant under same name. Stull with a motion to approve and Stout with a second. No discussion, accept as presented.

VOICE VOTE: Stull (mover-yes)
Stout (seconder-yes)
All Ayes

MOTION: Carried unanimously

9. Policy 4.6012 Accelerated and Advanced Credit

Stupp told everyone this is a required policy the district should have. This is the TSBA recommended policy and how it should read. Hamby made a motion to approve. Stout with a second. Timson spoke up and said that elementary schools don't currently offer HS credits. Stull spoke up said that other students do come into the system that have HS credits even though they are in middle school grades. Stupp added that it is a common practice for elementary aged student to take and earn credits for high school classes like Algebra 1. He said that this was a policy the district needs to have in place. Stupp said students have certain tests they can take to gain these credits before entering high school. Stupp said it's best practice and progress for the district. Committee accepted as presented.

VOICE VOTE: Hamby (mover-yes)
Stout (seconder-yes)
All Ayes

MOTION: Carried unanimously

10. Policy 4.603 Promotion and Retention

Stupp said this policy is TSBA recommended to align with new state law. This will align our district policy with the new TN state laws. Nichols made a motion to approve as presented and Stout with a second. Hamby questioned that lots of places are in the policy for us to choose the days. Stupp said he recommended 10 days and had those put in, but the committee can decide as he doesn't know exactly how many days the process would take. He said he wants to be right by the kids and fair to the families. Stull said she thinks 10 days is better than 5. Stupp let everyone know that the 5 days written in was from TSBA. Hamby said that her thought is to put 10 days in the places that the district gets to decide. Everyone agrees that 10 business days is feasible for what the district decides but would err of the side of leniency for extenuating circumstances. Stout asked if a notification clause needs to be added. Stupp said that as the executive committee-the board Chairman and himself-they could make those decisions if board allowed and not write that in the policy. Boston agreed because some parents would take advantage. Stout said she didn't want time to pass and make sure we hear from them and give the parents an opportunity to appeal after something like 45 days. Stupp said that in school processes, they will not sit and wait to hear from the parents. They will move forward.

VOICE VOTE: Nichols (mover-yes)
Stout (seconder-yes)
All Ayes

MOTION: **Carried unanimously**

11. Policy 6.310 Dress Code

Stepp said he added this policy for consideration. He brought up the fact that the changes they were seeing was what he had been able to run a couple of reward schools under. He said they stayed consistent with every principal so that everyone would be uniform. Stout made a motion to approve for discussion. Stull made the second. Hamby asked if parents did start calling and sending emails and they reached out to Stepp as the Director would he be calling meetings to get everyone back on the same page? Stepp said he will follow same procedure as he does if any policy is not being followed, which is going directly to the source and repeat his intent and expectations and the board's intent is to follow policy and we will follow policy. Stepp told everyone that they have access to all the district's procedures, and he can share that link again if needed. Boston asked if the 2 HS principals present would give input on this. She asked specifically what their thoughts were on a generic dress code policy with procedures that both high schools could compile their problem areas and was this a good plan. Smith said she understood that the high schools' principals would sit down with Stepp, and each develop their own set of guidelines. Boston asked if that was correct. Stepp said yes but it would be more specific depending on the age group. Boston asked what about tails and ears and collars on students. Hamby said she had done some research on this matter, and it needed to be worded in policy that those things are not allowed. Stout said she thinks the dress code needs to be readdressed but for her the presented policy is a little too subjective. She would like to see more. Stout made the motion for the DOS and the principals to meet and come up with framework and bring the proposals back to the committee. Boston said she felt this could work. Hamby said that things needed to be specified within policy such as Daisy Duke shorts and vulgar tattoos. Timson said she would love to see a K-5 dress code and a 6-8 or 9 and then 9-12. She said it's very different from kindergarten to Sr. year. Stepp said as he stated before, in all grade levels, he will have all principals together with all policies to create consistency from building to building and that will reduce variability and will be successful across the entire county. Hamby made the motion to table this policy and send back to the DOS and all principals. Boston reminded them they already had a motion on the table that must be voted on first. Stout withdrew her motion to approve, and Stull withdrew her second. Stout then made the motion to table and have the DOS to go to principals and come up with the framework and let the committee review before making any decisions. Nichols with the second. Hamby said they would not put this off for 2 years and they knew the dress code needed changed.

VOICE VOTE: Stout (mover-yes)
Nichols (seconder-yes)
All Ayes

MOTION: **Carried unanimously**

12. Other Discussion.

Hamby brought up scheduling regular monthly policy committee meetings. She recommended the second Wednesday or Thursday of each month. They settled on the next meeting for October 12, 2022 at 4:30.

13. Adjournment

Nichols made a motion to adjourn. Stout with a second.

VOICE VOTE: Nichols (mover-yes)
Stout (seconder-yes)
All Ayes

MOTION: Carried unanimously

The meeting was adjourned at approximately 6:40 p.m.

Mr. William Stepp
Director of Schools

Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and Board Secretary

Cumberland County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 09/28/17
		Rescinds: 2.802	Issued: 11/20/14

- 1 All personnel will be paid on the fifteenth (15th) and the last day of the month.
- 2 All personnel will receive compensation in twenty-four (24) installments effective July 1, 2018.
- 3 If the end of a pay period falls on a non-working day, employees will be paid on the last Central Office
- 4 working day prior to the pay period. Deposits will coincide with the end of the pay period.
- 5 Upon resignation or retirement of school personnel, final salary payment shall be withheld until all
- 6 records and assets in custody of the employee are satisfactorily transferred to his/her successor or another
- 7 designated person.
- 8 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

Retirement 5.205

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The Board establishes these general goals for the conduct of its management program:

- 2
- 3 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
4 comfortable, and clean environment for instruction and administration;
- 5
- 6 2. To provide a building maintenance program which protects the taxpayer's investment in facilities
7 and ensures their continued use;
- 8
- 9 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 10
- 11 4. To provide a student transportation system which meets state requirements;
- 12
- 13 5. To design and implement a program of food services which emphasizes nutritional needs of
14 children as the basis of growth and development of bodies and minds;
- 15
- 16 6. To collect and maintain data pertinent to educational planning; and
- 17
- 18 7. To provide a sound program of insurance protection for system employees, students, and
property.

Cross Reference:

School District Goals 1.700

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Protection Against Injury	Descriptor Code: 3.2011	Issued Date: 12/06/07
		Rescinds: 3.2011	Issued: 01/06/98

1 **BACK PROTECTION**

2 It shall be the responsibility of each employee who lifts objects that could potentially injure his/her back
3 to wear a support belt while lifting and moving objects. The back support belt must be a personal back
4 support similar to the ProFlex 2000 manufactured by Ergodyne Corporation.

5 Each employee shall test each object before the lift to determine if it exceeds the individual's lifting limit.
6 Any object determined to exceed the weight limit for one person or to be of such a shape as to be difficult
7 to lift must be lifted by two employees wearing back support belts.

8 **FOOT AND SLIP PROTECTION**

9 Each employee, including but not limited to cafeteria, custodial, and maintenance personnel, working in
10 areas classified by the system safety coordinator as having potentially slick walking-working surfaces
11 are required to wear slip-resistant soled shoes appropriate for the floor surface.

12 All maintenance personnel and each employee working in areas where there is danger of heavy objects
13 dropping on their feet shall wear shoes with safety toes. These safety-toed shoes must meet the
14 requirements of the American National Standards Institute with an impact classification of C75.

15 The protective shoes must be a type similar to those manufactured and sold by Iron Age Safety Shoe
16 Corporation.

17 **HAND PROTECTION**

18 Appropriate protective gloves must be worn by employees whose work regularly exposes their hands to
19 hazardous substances, cutting, or burning.

20 General duty work gloves (cotton, knit, leather, or cotton-leather combination) shall be worn by
21 employees whose hands are subject to abrasion, friction, roughness, burns, slivers, etc.

22 Heat resistant, forearm length gloves shall be worn for handling hot ware unloaded from any cooking
23 equipment, or any other dealings with hot substances.

24 Rubber gloves shall be worn by all employees handling caustic chemicals, (i.e. acids, dyes). No one
25 material provides adequate protection from all chemicals. Chemical protection gloves should be selected
26 only after identifying the chemicals with which the gloves may come in contact.

1 **EYE PROTECTION**

2 Employees shall wear appropriate eye protection when machines or operations present hazards of flying
3 objects, chemical splash, glass breakage, sparks, injurious radiation, or combination of these hazards.
4 Suitable eye protections may be provided by protective shield, welding helmets, goggles, and safety
5 glasses. The appropriate form of eye protection must be matched to the hazard.

6 Each supervisor shall require that each employee is trained in proper safety practices, and use and care
7 of the equipment before using it. Documentation of training must be submitted by the supervisor to the
8 system safety coordinator who shall keep it on file for the duration of the employee's employment.

9 All protective equipment shall be of safe design and construction for the work to be performed. It shall
10 be the responsibility of all employees required to use safety equipment to assure its adequacy, including
11 proper maintenance and sanitation of such equipment. Employee supervisors shall inspect the equipment
12 at least twice a semester to ensure proper maintenance.

13 **PRE-EMPLOYMENT PHYSICALS**

14 All newly hired employees must take an employment physical to determine his/her physical abilities and
15 past medical history.

16 ~~The purpose of this physical is to ensure the proper job duties are matched to the employee's physical~~
17 ~~ability.~~

18 **INJURED EMPLOYEE RE-HIRE**

19
20 The school system will not re-hire an injured former employee for the same or similar duties after
21 competent legal authority has determined this former employee to be unable, by reason of on the job
22 injuries, to continue in his or her former position, and permanent disability payments have been
23 negotiated.

24 **LIGHT DUTY PROGRAM**

25 It shall be the responsibility of the system safety coordinator and [Human Resources](#) Department to
26 implement a "light duty" work program, when practical, to encourage injured employees to return to
27 work as soon as possible.

28 This policy does not supersede any state or federal law to the contrary.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Violation of Safety Procedures</h2>	Descriptor Code: 3.2012	Issued Date: 12/16/10
		Rescinds: 3.2012	Issued: 02/06/97

1 If any employee is found to be working without using required protective equipment, the following
 2 action will be taken:

3 **1st OFFENSE** **Verbal Warning** from the immediate supervisor.

4 **2nd OFFENSE** **Probation** - A written warning shall be prepared by employee's supervisor
 5 and filed with the System Safety Coordinator.
 6

7 **3rd OFFENSE** A recommendation to the Director of Schools for **suspension** without pay
 8 for one work day by the employee's supervisor. A suspension notice shall
 9 be placed in the employee's safety and personnel file. The supervisor shall
 10 call a meeting with the employee and system safety coordinator.
 11

12 **4th OFFENSE** Recommendation for employment **termination** will be made to the
 13 Director of Schools.
 14

15 This policy does not supersede any pre-existing regulations or contracts.

16 State law allows workers' compensation claims to remain unpaid if the required use of safety equipment
 17 is willfully disregarded.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Crisis Management</h2>	Descriptor Code: 3.203	Issued Date: 09/26/19
		Rescinds: 3.203	Issued: 02/28/19

1 CRISIS MANAGEMENT

- 2 1 The principal of each school shall select a representative to serve on a committee for the
- 3 purpose of developing a Crisis Management Plan for use by the school system in times of
- 4 crisis, including suicide, shootings and death of a student, parent or faculty member. Within
- 5 the development of such plan, the committee shall provide for the appointment of a Crisis
- 6 Team in each school, which shall deal with the specific situations, make decisions, and
- 7 disseminate information in the event of a crisis. Members of the team shall consist of the
- 8 principal, guidance counselor, school resource officer and at least one other staff member
- 9 designated by the principal.
- 10 2 The principal of each building shall be responsible for the development of emergency
- 11 procedures, which shall be distributed to building employees, parents, and members of the
- 12 Crisis Team. Training for all school employees in the crisis management procedures shall
- 13 be conducted annually during scheduled in-service sessions prior to the beginning of
- 14 school.
- 15 3 In the event of a crisis, the principal shall notify the Crisis Team members, the Director of
- 16 Schools or Director of Emergency Management & Security. If he/she determines it to be
- 17 necessary, the principal shall contact the appropriate emergency services (police, fire,
- 18 ambulance, etc.) During the time of emergency, or where a situation warrants at a
- 19 Cumberland County School, a Central Services designee would respond to that school in a
- 20 “support and advisory capacity” to assist the school principal. The designee would be
- 21 deployed as ordered by the Director of Schools or Director of Emergency Management and
- 22 Security.
- 23 4 All media attention shall be the directed to the Director of [Schools](#)’ office.

Legal References

1. TCA 49-6-804(a)

Cross References

News Releases, News Conferences and Interviews 1.503

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Energy Use and Conservation	Descriptor Code: 3.207	Issued Date: 11/14/13
		Rescinds:	Issued:

1 PURPOSE

2 The Cumberland County Board of Education is responsible for the efficient use of all natural resources
3 required by the District. In keeping with this responsibility, the District shall provide leadership in
4 developing a realistic energy use ethic, by increasing awareness of energy needs and their associated
5 costs in the operation of District facilities, in order to conserve on energy while maintaining a
6 comfortable environment.

7 STATEMENT OF POLICY

8 The District's success in achieving an effective energy use, conservation and efficiency program requires
9 and depends upon cooperation at all levels. Therefore, every employee, student, school volunteer and
10 contractor is expected to contribute to and actively participate in the District's energy conservation and
11 efficiency program, and to be an "energy saver" as well as an "energy consumer."

12 Implementation of the District's energy use and conservation policy shall be the joint and collective
13 responsibility of the District's Board of Education, administration, teachers, staff, students and
14 volunteers. While primary accountability and responsibility for management and administration of the
15 District's energy conservation and efficiency program shall lie with the District's Director of Schools or
16 his/her designee, the District's administrative staff shall assist the Director of Schools or Designee as
17 needed in implementing, managing, directing, monitoring, evaluating and reporting District conservation
18 and efficiency in the use of energy.

19 The District shall, under the supervision and direction of its Director of Schools or designee, maintain
20 accurate records of energy consumption and associated costs at each school site and shall periodically
21 provide information on the goals and progress of the District's energy conservation program. The
22 judicious use and management of various energy systems at each school facility shall be the joint
23 responsibility of the administrative, instructional, and custodial staff of each such facility, acting in
24 concert with the District's ~~Engineering Department and its Assistant Superintendent of Engineering.~~
25 [Deputy Director and Maintenance Supervisor.](#)

26 The District's Director of Schools or designee shall develop, in cooperation with and with assistance
27 from such others as may be necessary, and shall thereafter disseminate, the appropriate short and long
28 range administrative guidelines or regulations necessary to implement and administer the District's
29 energy awareness, management and conservation programs.

30 The Director of Schools shall monitor compliance with the following:

1 (1) Maintenance of the learning environment shall always take precedence over energy
2 conservation measures;

3
4 (2) The District shall amend its policies and action plans to as required to strive for continuing
5 compliance with the most recent adoption of the American Society of Heating, Refrigeration and
6 Air Conditioning Engineers (ASHARE) Standards 90.1 (minimum standard for energy
7 efficiency), 62.1 (minimum standard for indoor air quality) and 55 (minimum standard for human
8 comfort).

9 ENERGY SAVINGS CALCULATIONS

10 Proceeds from the Energy Efficiency Fund will be utilized to implement energy conservation measures.
11 A percentage of the energy savings recognized will be re-invested into the facilities to continue
12 developing energy conservation strategies and upgrade equipment. Energy savings will be calculated
13 on a school year basis. Total energy consumption (electricity, water, gas, demand factors, etc.) will be
14 analyzed and compared to previous years of operation to determine savings. Climatic temperature
15 extremes, facility size, and student census will be included in the energy conservation savings analysis
16 to establish baseline indices.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 11/14/13
		Rescinds:	Issued:

1 The director of schools shall present an annual assessment of facility needs to the Board in October. The
2 needs assessment shall include a review of each school site. Each principal shall prepare the assessment
3 for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 5. community needs
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 3. industrial and business forecasts
- 15 4. other information as deemed necessary

16 **ASBESTOS¹**

17 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or
18 otherwise used as school buildings and maintain and update the plan to keep it current with ongoing
19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action
20 activities.

21 The director of schools shall:

- 22 A. annually publish a notification on the Asbestos Management Plan availability and the status of
23 asbestos activities;
- 24 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in
25 accordance with state and federal statutes;
- 26 C. notify short-term or temporary workers on the locations of the building materials containing
27 asbestos;
- 28
- 29
- 30

- 1 D. post warning labels in routine maintenance areas where asbestos was previously identified or
2 assumed;
3
- 4 E. follow set plans and procedures designed to minimize the disturbance of building materials
5 containing asbestos; and
6
- 7 F. survey the condition of these materials every six (6) months to assure that they remain in good
8 condition.

9 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
10 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
11 asbestos-related issues should be directed to the AHERA Manager.

Legal References:

1. 40 C.F.R. § 763.91-93

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming of Facilities	Descriptor Code: 3.210	Issued Date: 05/24/18
		Rescinds: 3.210	Issued: 09/28/17

1 NEW FACILITIES

2 The Board shall determine the name of a new facility.

3 PLAQUES FOR NEW FACILITIES

4 All major building projects will be designated with a suitable plaque identifying the project, year
5 completed, names of Board Members and Director of Schools, the architectural firm, the general
6 contractor, the County Mayor and County Commission members at the time of the project. The plaque
7 for each building will be in the contract and will be designed by the architect.

8 NAMING OF DESIGNATED AREAS

9 The Cumberland County School Board will consider nominations for naming areas in school facilities
10 for individuals. Only one area in the school division may be named for an individual. The Board
11 reserves the right to designate an area that has previously been named in recognition of an individual.

12 Criteria for these nominations should include:

- 13 • Individuals who have made significant contributions to the school or school division.
- 14 • Nominations should not be based on service longevity only
- 15 • Only individuals of strong moral character will be considered for nomination.

16 Any individual desiring to nominate someone to have an area of a school facility named for the
17 nominee must complete an application. The principal of the facility acknowledges agreement by
18 his/her signature on the application. The application must include the name of three (3) references, one
19 of which must be a current Board member. Applications may be obtained from the office of the
20 Director. Applications for nomination for naming an area of a school facility for an individual should
21 be submitted to the Director. The Director will submit the application(s) to the Board. The Board will
22 review the application(s) and make the final decisions regarding the naming of an area of a school
23 facility. The decision to approve or disapprove a nomination is discretionary by the Board and is not
24 subject to challenge or appeal.

1 PLAQUES FOR DESIGNATED AREAS

2 If the Board approves the naming of an area of a school facility, a plaque will be mounted at the
3 designated area. The plaque shall be ordered through the school system and installed by staff;
4 however, the cost of the plaque shall be borne by the nominating entity. The plaque shall read as
5 follows:

6 “In honor of the contributions of (name of honoree) to Cumberland County Schools
7 Approved (date of approval) by the Cumberland County Board of Education”

8 The principal of the school will determine the location of the plaque. The person responsible for the
9 administration of the facility will determine the location of plaques for other facilities. The plaque
10 shall become the property of Cumberland County Schools.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 07/22/21
		Rescinds:	Issued:

1 SELECTION OF ARCHITECT¹

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each project.

4 SELECTION OF ENGINEER¹

5 Following the execution of a contract for architectural services, the architect or architectural firm shall
6 select a registered engineer for each project.

7 SITE SELECTION

8 The Board shall have sole discretion with choosing sites for construction.² When determining where to
9 begin new projects, the Board shall consider the current and future populations of the area, transportation
10 routes, and accessibility to utilities.

11 BUILDING ACCESSIBILITY³

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply
13 with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date: 10/25/18
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
11 immediately remove the drinking water source from service. The drinking water source shall not be
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).

16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: 02/25/16
		Rescinds:	Issued:

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
2 miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with
3 disabilities on district property and in district facilities provided the individuals and their animals meet
4 the requirements and responsibilities covered in this policy.

5 When an individual with a disability seeks to bring a service animal into a district facility, the district is
6 entitled to ask the individual if the animal is required because of a disability and what work or task the
7 animal has been trained to perform.² The district is not entitled to ask for documentation that the animal
8 has been properly trained, but the individual bringing the animal into a district facility will be held
9 accountable for the animal's behavior.

10 Any service animal brought into a district facility by an individual with a disability must have been
11 trained to do work or perform tasks for the individual. The work or tasks performed by the service animal
12 must be directly related to the handler's disability. Examples of work or tasks include, but are not limited
13 to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting
14 individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent
15 protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the
16 presence of allergens, retrieving items such as medicine, providing physical support and assistance with
17 balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and
18 neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

19 The crime deterrent effects of an animal's presence and the provision of emotional support, well-being,
20 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

21 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of
22 a public entity's facilities where members of the public, participants in services, programs or activities,
23 or invitees, as relevant, are allowed to go.

24 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
25 or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other
26 tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe,
27 effective performance of work or tasks, in which case the service animal must be otherwise under the
28 handler's control by means of voice control, signals, or other effective means.

29 District staff may ask an individual with a disability to remove a service animal from the premises if:

30 (1) The animal is out of control and the animal's handler does not take effective action to control it; or

- 1 (2) The animal is not housebroken.
- 2 (3) The animal's presence would fundamentally alter the nature of the service, program or activity.³
- 3 If the district excludes a service animal due to the reasons listed above, the district shall give the
- 4 individual with a disability the opportunity to participate in the service, program, or activity without
- 5 having the service animal on the premises.
- 6 The District and its staff are not responsible for the care or supervision of a service animal brought onto
- 7 district property or into district facilities by an individual with a disability.
- 8 The District shall not ask or require an individual with a disability to pay a surcharge, even if people
- 9 accompanied by pets are required to pay fees, or to comply with other requirements generally not
- 10 applicable to people without pets.

Legal References

1. 28 CFR § 35.104
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum</h2>	Descriptor Code: <h3 style="text-align: center;">3.219</h3>	Issued Date: <h3 style="text-align: center;">05/26/16</h3>
		Rescinds:	Issued:

1 Unless granted permission by the ~~Superintendent~~ **Director of Schools** or his/her designee, the use of Unmanned
 2 Aircraft Systems (UAS) for any purpose is not permitted at any school district event, activity or classroom
 3 activity. This prohibition applies to all school district indoor/outdoor property and includes a ban at all venues
 4 including the spectator areas and parking areas.

5 Any use of model aircraft within a program of instruction approved by the ~~Superintendent~~ **Director of Schools**,
 6 shall comply with Tennessee law and Federal Aviation Administration (FAA) rules.^{1,2} Additionally:

- 7 1. Operation of the Model Aircraft will be under the planned supervision and control of a Licensed
 8 Aviation Instructor.
- 9
- 10 2. The current FAA airspace requirements and regulations will be adhered to at all times, as will any state
 11 laws which may be in place at the time of operation. Flights will be no higher than 400 feet in altitude.
 12
- 13 3. The operation and flight patterns will avoid flight directly over people and /or any spaces deemed safety
 14 concerns.
- 15
- 16 4. Model Aircraft will be in eyesight at all times, utilizing an observer if necessary.
- 17
- 18 5. Model Aircraft will remain well clear of and not interfere with manned aircraft operations.
- 19
- 20 6. The area of use will be restricted to the campus limits or property lines, or other locations with prior,
 21 written approval of the landowner.
- 22
- 23 7. Flights of Model Aircraft shall not be undertaken in adverse weather conditions such as high winds or
 24 reduced visibility.
- 25
- 26 8. Liability insurance for this specific equipment and its conditional use will be in force in order to operate.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Access to Private Facilities	Descriptor Code: 3.220	Issued Date: 07/22/21
		Rescinds:	Issued:

- 1 Students, employees, or teachers may request reasonable accommodations if they desire greater
- 2 privacy when using multi-occupancy restrooms or changing facilities located in the school building or
- 3 when using multi-occupancy sleeping quarters while attending a school-sponsored activity.¹
- 4 Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's
- 5 decision shall be in accordance with state law.¹
- 6 The Director of Schools shall develop an administrative procedure on access to private facilities.

Legal References

1. Public Acts of 2021, Chapter No. 452

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 06/07/07
		Rescinds: 3.300	Issued: 10/07/99

1 *General*

2 All equipment and materials placed in school buildings by any group or organization become the
3 property of the Board. The Board reserves the right to transfer property to other schools in
4 which it was originally placed is discontinued or if there is no longer any need for the equipment or
5 materials where originally placed.

6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
7 establishing a thorough, effective and economical operations and maintenance program and providing
8 adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
11 him/her. In addition, he/she is responsible for the preservation and protection of materials, equipment
12 and supplies not under his/her direct control when such are endangered and when the system employee
13 having direct control is not present or is otherwise unable to act.

Cross Reference:

Inventories 2.702

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 04/24/14
		Rescinds: 3.3001	Issued: 12/16/10

- 1 Cellular phones are provided by the Board to the building and grounds department, the transportation
- 2 department, and other key staff members on an as-needed basis.

- 3 Cellular phones are to be used only to conduct official board business. In the event an employee needs
- 4 to use the phone while driving a school vehicle. He / she should pull over to a safe location. In the
- 5 event a personal call is made or received, the call shall be logged, and the Board will be reimbursed by
- 6 the person to whom the phone is assigned upon receipt and audit of the phone bill.

- 7 All employees assigned a cellular phone will be responsible for any loss or damage to the instrument.
- 8 Supervisors will periodically review the use of the cellular phones to determine the need for their
- 9 continued use and to ensure that all calls are within the scope of school business.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies: Leasing and Renting	Descriptor Code: 3.301	Issued Date: 12/01/05
		Rescinds: 3.301	Issued: 10/07/99

1 *Individual Schools*

2 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
3 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

4 Staff members may borrow school equipment and materials at no cost when such use is related to their
5 employment.

6 Students may borrow school equipment and materials at no cost when used in connection with their
7 studies or extracurricular activities.

8 The general public may rent audio-visual equipment such as movies or public address systems when
9 requested by responsible parties or organizations.

10 Staff members borrowing school equipment for personal use will be subject to the same regulations,
11 including fees, as for non-school usage.

12 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
13 tools), and cleaning and maintenance equipment are not for personal use by anyone.

14 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 10/26/17
		Rescinds: 3.400	Issued: 02/06/97

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

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

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

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

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

14 **TRANSPORTATION SUPERVISOR³**

15 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
16 responsible for the monitoring and oversight of transportation services for the district.

17 The transportation supervisor shall complete a student transportation management-training program
18 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
19 hours of training annually.

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

22 **COMPLAINT PROCESS⁴**

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

25 All complaints shall be submitted to the transportation supervisor; and
26

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

7 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-

8 four (24) hours of receipt.

9 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall

10 submit a preliminary report to the director of schools. This report shall include:

- 11 1. The time and date the complaint was received;
- 12
- 13 2. The name of the bus driver;
- 14
- 15 3. A copy or summary of the complaint; and
- 16
- 17 4. Any prior complaints or disciplinary actions taken against the driver.

18 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall

19 submit a final written report to the director of schools that details the investigation's findings as well as

20 the action taken in response to the complaint.

21 An annual notice of this complaint process shall be provided to parents and students. This information

22 shall be made available in the student handbook and on the district website.

23 **RECORDKEEPING⁵**

24 The transportation supervisor shall be responsible for the collection and maintenance of the following

25 records:

- 26 1. Bus maintenance and inspections forms;
- 27
- 28 2. Bus driver credentials, including required background checks, health records, and performance
- 29 reviews;
- 30
- 31 3. Driver training records; and
- 32
- 33 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Bus Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 07/22/21
		Rescinds: 3.401	Issued: 12/06/07

1 *General*

2 Students who ride school buses shall attend the school designated unless the Board designates an
3 alternate school. If a parent/guardian chooses to send his/her child to another school in the district, the
4 parent/guardian shall provide transportation to and from that school.

5 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus
6 transportation, including the determination of bus stops and the assignment of students. Deleting or
7 establishing new bus routes is the responsibility of the Board.¹

8 Appeals of transportation decisions shall be made to the director of schools.

9 Students shall not be in transit to and from school more than one and one-half hours each way. ¹Under
10 no circumstances shall students be transported past their assigned school. Normally, buses will not go
11 on private roads nor will routes be extended for children who live within five-tenths (.5) of a mile of an
12 established bus stop. Exceptions to this standard must be approved by the director of schools.

13 **BUS DRIVER RESPONSIBILITIES**

14 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the
15 policies and procedures related to the transportation program.²

16 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
17 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
18 transporting students.

19 **EXITING THE BUS**

20 No student may exit the bus at a destination other than that student's designated bus stop. The Director
21 shall develop procedures that would allow a student to exit the school bus at an alternative location.

22 1. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
23 unless the student provides the driver with a signed note from the parent, or guardian and
24 approved by school administration informing the driver of the change in the student's bus stop
25 for the day. The driver shall turn the note over to the principal as soon as practical after the
26 completion of the route.³

27 2. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
28 student's designated stop in order to preserve the safety of other student passengers or the driver,

1 the driver may remove the offending student from the bus, provided that the driver secures the
2 safety of the student for the uncompleted trip.

3 3. A driver shall report to school authorities as soon as possible, but no later than the end of the
4 route, any student refusing to obey the driver or exiting the bus without the driver's permission
5 at a point other than the student's destination for that trip.⁴

6 Due to special programming needs of some students, special education students may be bused to special
7 classes throughout the county as determined by each student's IEP team. Also, students assigned to the
8 alternative school may be transported to the alternative school if the cause of the student's placement is
9 not the result of a behavior problem on the school bus.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

Cross References

Bus Safety and Conduct 6.308

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 07/23/20
		Rescinds: 3.402	Issued: 01/24/13

1 SCHOOL BUSES

2 All policies and procedures regarding student and driver conduct shall apply to all extracurricular trips.

3 District owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 The principal will make all transportation arrangements with the ~~Director of Transportation~~
6 [Transportation Supervisor](#).

7 Only qualified bus drivers may drive school buses for extracurricular trips.

8 BOARD-OWNED VEHICLES

9 The Director of Schools shall recommend for board approval a list of vehicles to be assigned to positions
10 requiring full time use. Such use shall be restricted to commuting to and from job-related sites and shall
11 comply with IRS requirement, including implications for reporting taxable income.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 02/24/11
		Rescinds: 3.403	Issued: 12/06/07

1 The principal of each school shall develop and implement a plan to maximize safety of walkers, bikers,
2 and those riding in vehicles. The plan shall emphasize efficiency as well as safety and will be submitted
3 to the director of schools for approval. Each plan will include a sketch (or drawing) showing parking
4 areas, traffic flow, areas for bus loading and unloading, and the location of any safety hazard to be
5 avoided by vehicles and walkers. Parking regulations and dismissal schedule will be developed by the
6 principal and published in the school handbook.

Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspensions 6.316

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Commercial Advertising on School Buses</h2>	Descriptor Code: 3.405	Issued Date: 05/28/20
		Rescinds:	Issued:

1 Commercial advertising may be displayed on the exterior or interior of a school bus and is subject to
 2 the following:¹

- 3 1. The size and location of the advertisement shall be in accordance with state law;¹
- 4
- 5 2. The Director of Schools/designee shall be responsible for the sale and approval of the
- 6 advertisement;
- 7
- 8 3. There shall be no advertising on school buses of tobacco products, alcohol products, political
- 9 campaigns,² or individual food items that cannot be sold to students through vending
- 10 machines;³
- 11
- 12 4. The Board shall decide annually as to the cost of commercial advertising per school bus and/or
- 13 review vendor contract;
- 14
- 15 5. If it is determined that the advertisement shall not be painted on the school bus, it will be
- 16 professionally installed; and
- 17
- 18 6. All contracts for commercial advertising shall comply with state law and board policy, and any
- 19 issues relating to these contracts shall be directed to the Director of Schools.

Legal References

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144, 49-6-2109(e)
3. TCA 49-6-2307

Cross References

Student Transportation Management 3.400

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 02/23/17
		Rescinds: 3.500	Issued: 01/24/13

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the board agrees to the following:

- 12 1. Meals/snacks must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.

15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
16 other students during food service.

17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
18 la carte items at school.

19 Procedures for implementing guidelines established by the State Department of Education, School
20 Nutrition Program are on file in the district food service procedures manual.

21 *Students Requesting Modified Meals*

22 The School Nutrition Program shall make reasonable modifications to accommodate children with
23 disabilities. These modifications will be made on a case-by-case basis when supported by a written
24 statement from a licensed healthcare professional who is authorized to write prescriptions under state
25 law.

26 The director of schools shall develop procedures for notifying parents/guardians of the process for
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
3 stringent as the current state and federal regulations concerning competitive foods.³

4 *Charging Meals*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
6 charge the meal. ~~If the negative balance reaches \$20.00, the student's teacher will be informed that the~~
7 ~~next meal will be a basic nutritional meal that will be available with the cashier (the meal will consist~~
8 ~~of a sandwich or pocket, fresh vegetable, fresh fruit and milk). So as to not embarrass the child, the~~
9 ~~meal will be provided through the normal food line.~~

10 The director of schools shall ensure that this policy is provided in writing to all households at the start
11 of each school year and to households that transfer to the school during the school year.

12 *Collection of Unpaid Meal Charges*

13 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
14 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
15 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
16 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
17 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall
18 be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 08/23/18
		Rescinds: 3.600	Issued: 01/23/14

1 The insurance program shall provide coverage in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, Director of Schools and employees resulting from discharging their
5 duties, and students participating in work-based learning.¹
- 6 3. Workers' compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board may provide group health insurance for all full-time employees.² The Director of Schools
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the
13 Board makes partial or full payments. The Board shall approve all insurance carriers.

14 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPPA protected
15 information.³

16 **ANNUITIES⁴**

17 Board-approved companies for tax-sheltered annuities shall include all companies presently having
18 contracts with employees.

19 The addition of a company to the list of Board-Approved companies shall be considered on written
20 request of agents of the company; and

21 Written request for a change in annuity deductions shall be reported to the payroll office on or before
22 the first day of the month in which such change is to be effective.

Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

Cross References

- Payroll Procedures 2.802
Work-Based Learning 4.211

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 02/28/13
		Rescinds: 3.602	Issued: 11/23/09

1 The workers' compensation administrator for the school system shall establish a Medical Panel
2 consisting of at least three (3) general practitioners as required by Tennessee School Boards Workers'
3 Compensation Trust policy.

4 The names of the general practitioners shall be posted in conspicuous places throughout maintenance,
5 transportation, clerical, and professional areas of all schools. Newly hired employees will be advised of
6 the approved Medical Panel during in-processing. Any workers' compensation claimant may choose
7 from any of the general practitioners listed on the Medical Panel for treatment of on-the-job injuries.
8 Any specialized treatment for such injuries must be administered by practitioners or specialists referred
9 by the Medical Panel.

10 Substance abuse screening will be required during the initial examination of any employee seeking
11 treatment for an on-the-job injury/accident. If the screening occurs more than seventy-two (72) hours
12 after the incident, a hair follicle test will be administered. Refusal to submit to this testing or a subsequent
13 positive test result may be grounds for forfeiture of Workman's Compensation benefits, disciplinary
14 action and/or termination of employment.

15 The school system will not pay employees injured on the job amounts above the workers' compensation
16 weekly minimum limit. Workers' Compensation currently pays the maximum as required by statute to
17 employees injured on the job and off work for more than seven (7) days.

Legal References:

1. TCA 50-6-108
2. TCA 50-6-204(b)

Cross References:

- Sick Leave 5.302
Physical Assault Leave 5.307

Cumberland County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 01/23/20
		Rescinds: 4.209	Issued: 03/25/19

1 In addition to regular classroom-based instruction, students may earn credit through the following means.

2 **VIRTUAL/ON-LINE COURSES**

3 High school students may also earn a maximum of three (3) units of academic credit to be applied toward
4 graduation requirements by completing on-line courses offered through agencies approved by the Board.

5 Credit from an on-line or virtual course may be earned only in the following circumstances:

- 6 1. The course is not offered at the high school;
- 7 2. Although the course is offered at the high school, the student will not be able take it due to
8 an unavoidable scheduling conflict;
- 9 3. The course will serve as a supplement to extend homebound instruction;
- 10 4. The student has been expelled from a regular school setting, but educational services are to
11 be continued;
- 12 5. The principal, with agreement from the student's teachers and parents/guardians, determines
13 the student requires a differentiated or accelerated learning environment; or
- 14 6. Students taking such courses must be enrolled in the district and take the courses during the
15 regular school day on the school web site.

16 As determined by board policy, students applying for permission to take a virtual course shall complete
17 prerequisites and provide teacher/counselor recommendations to confirm the student possesses the
18 maturity level needed to function effectively in an online learning environment. In addition, the express
19 approval of the principal/designee shall be obtained before a student enrolls in a virtual course. The
20 school must receive an official record of the final grade before credit toward graduation will be
21 recognized.

22 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
23 monitoring of students taking virtual courses.

1 COURSE ACCESS PROGRAM

2 Students in grades seven through twelve (7 – 12) may enroll in the statewide course access program ~~for~~
3 ~~up to two (2) courses per year, which the Local Education Agency must pay for.~~ To be eligible to
4 participate, students shall:

- 5 1. Meet all prerequisite requirements for the course access course; and
- 6 2. Be unable to enroll in a comparable course at the student's school because:
 - 7 a. A comparable course is not offered; or
 - 8 b. A legitimate situation exists that prevents the student from enrolling in a comparable
9 course¹

10 The Director of Schools shall develop administrative procedures to ensure that students and
11 parents(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course
12 enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within five (5)
13 days of a denial.

14 After a timely appeal is made, the Board will provide written notification to the student and
15 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
16 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
17 an error in denying the student the ability to participate in the course access program.³

18 OTHER CREDIT OPPORTUNITIES

19 High school students may earn, through other approved agencies to include, but not limited to,
20 correspondence, academic credit to be applied toward graduation requirements. Only two (2) units may
21 be earned during any one (1) school year. Only courses offered by agencies and institutions accredited
22 by official agencies recognized by the Tennessee Department of Education. The express approval of the
23 principal/designee shall be obtained before the course is taken. The principal/designee and the student
24 will agree on a reasonable date for completion of the course(s). The student shall not be allowed credit
25 if the course is not completed by the agreed date. The school must receive an official record of the final
26 grade before a diploma may be issued to the student. Under ordinary circumstances, students or their
27 parents/guardians shall pay for approved courses the student chooses to take.

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Cumberland County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Parent and Family Engagement	Descriptor Code: 4.502	Issued Date: 07/28/22
		Rescinds: 4.502	Issued: 01/25/18

1 GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT

2 The board is committed to increasing and ensuring the involvement of parents and other family
3 members in the education of students.

4 The board shall implement the following as required by federal or state laws or regulations:¹

- 5 • The school district shall annually work with parents in evaluating and potentially revising the
6 provisions of this policy in improving the quality of schools. Such an evaluation shall strive to
7 identify any barriers to greater participation by parents (with particular attention to parents who
8 are economically disadvantaged, are disabled, have limited English proficiency, have limited
9 literacy, or are of any racial or ethnic minority background).
- 10 • The school district shall provide the coordination, technical assistance, and other necessary
11 support to assist individual schools with planning and implementing parental involvement
12 activities.
- 13 • The school district shall involve parents with the development of required educational or
14 improvement plans.
- 15 • The school district shall coordinate and integrate parental involvement strategies with those
16 associated with other federal or state programs.
- 17 • The school district shall put into operation activities and procedures for the involvement of
18 parents in all of its schools.² Those programs, activities, and procedures will be planned and
19 operated with meaningful consultation with parents.
- 20 • The school district shall ensure that activities and strategies are implemented to support this
21 policy and included in the district plan.
- 22 • The district improvement plan shall include strategies for parental participation in the district's
23 schools, which are designed to improve parent and teacher cooperation in such areas as
24 homework, attendance, discipline, and higher education opportunities for students.
- 25 • The district plan shall include procedures to enable parents to learn about the course of study of
26 their children and have access to all learning materials.
- 27 • The district plan shall identify opportunities for parents to participate in and support classroom
28 instruction in the school. Such opportunities include, but are not limited to, organizing

1 fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer
2 lab, or on the playground, offering after-school clubs, and recycling clothes.

3 • If the school district's plan is not satisfactory to parents, the school district shall submit parental
4 comments regarding the plan to the State Department of Education as required.

5 • The school district shall ensure Title I schools are in compliance with the *Every Student*
6 *Succeeds Act*.

7 The director of schools shall develop and implement any procedures necessary to accomplish the goals
8 of this policy.

9 **SCHOOL LEVEL POLICY**

10 Each school shall submit to the director of schools and board, for review and comment, its Title I
11 school parent involvement policy, which must meet state and federal requirements, including a school-
12 parent compact. This school level policy shall be developed jointly with and distributed to parents of
13 participating students. A copy of these documents shall be retained in the district office and made
14 available on the school's (if applicable) and school system's website.

15 **SUPPORT FOR PROGRAM**

16 If the Title I allocation is \$500,000 or more to the school system, then at least one percent (1%) of that
17 allocation shall be reserved for the purpose of promoting parent involvement. Parents of students
18 participating in the Title I programs shall be consulted on the use of these funds.

19 **FAMILY-SCHOOL PARTNERSHIPS¹**

20 Families and community members should be engaged in the education of students based on the
21 following standards:

- 22 • Families are welcomed into the school community;
- 23 • Families and school staff should engage in regular and meaningful communication about
24 student learning;
- 25 • Families and school staff work together to support student learning and development;
- 26 • Families are informed and encouraged to be advocates for students;
- 27 • Families are full partners in the decisions that affect children and families; and
- 28 • Community, civic, and business resources are made available to strengthen school programs,
29 family practices, and student learning.

30 Schools shall establish and develop programs and practices that enhance family engagement and address
31 the specific needs of students and families. Decisions affecting students, schools, and established school

1 procedures shall always be made within the parameters of legal and Board of Education policies. The
2 programs and practices will be comprehensive and coordinated and will include the following goals:¹

- 3 I. Assist families in developing skills and techniques to support their children's learning.
4
5 II. Promote clear, two-way communication between school and family about school issues,
6 instructional programs, and children's progress.
7
8 III. Identify and reduce barriers to family engagement, including such barriers as those of
9 economic concerns, disabilities, limited English proficiency, limited literacy, or issues
10 related to cultural diversity.
11
12 IV. Inform, involve, and train family members, where appropriate, in voluntary instructional
and support roles at school.
13
14 V. Provide information about community and support services for children and families.
15
16 VI. Include families in decision-making affecting schools and programs when consistent with
17 law and board policy.
18
19 VII. Provide professional development for teachers and staff on ways to work effectively with
parents, families, and volunteers.
VIII. Provide access to the family engagement policy for each family and post the policy in
each school.

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318
2. TCA 49-6-7001

Cross References

English Learners 4.207
Homeless Students 6.503

Cumberland County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Class Ranking	Descriptor Code: 4.602	Issued Date: 06/25/20
		Rescinds: 4.602	Issued: 02/27/20

1 Students must be enrolled full time at the home base school to be eligible for ranking among the top high
2 school seniors.

3 Final grade average earned in each class grades 9, 10, 11 and the first semesters of grade 12 are used in
4 determining final class standing. This standing is based on a combination of Grade Point Average (GPA)
5 and the Quality Point Average (QPA).

6 To determine your Quality Point Average (QPA) each course is given a point based on its classification
7 as regular, honors, AP, dual credit, or dual enrollment class. Add your total and divide by the number of
8 classes taken. This calculation will be between 0.0 and 6.0.

9 Regular classes receive: A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pt, F = 0 pts.

10 Regular half credit classes receive: A = 2 pts, B = 1.5 pts, C = 1 pt, D = .5 pts, F = 0 pts.

11 Honors classes receive: A = 4.5 pts, B = 3.5pts, C = 2.5 pts, D = 1.5 pts, F = 0 pts.

12 Half credit honors classes receive: A = 2.25 pts, B = 1.75 pts, C = 1.25 pts, D = .75 pt.,
13 F = 0 pts.

14 AP and Dual, credit classes receive: A = 5 pts, B = 4 pts, C = 3 pts, D = 2 pts, F = 0 pts.

15 AP and Dual half credit classes receive: A = 2.5 pts, B = 2 pts, C = 1.5 pts, D = 1 pts, F= 0 pts.

16 Beginning with the Class of 2020

17 GPA calculations will be called Lottery GPA and local weighted GPA. The Lottery GPA will be
18 based on a 4.0 scale. The local weighted GPA will be based on a 5.0 scale. The local weighted GPA
19 will be calculated on all course work using the Cumberland County Grading Scale. GPA will also be
20 calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes (to be
21 called Lottery GPA). Both the Cumberland County local weighted GPA and the Lottery GPA will
22 appear on the official transcript. Upon request by the student, that student's class rank will be released
23 for the purpose of scholarships and/or extended education.

24 Teachers will continue to add additional points to the final grade of the course, and the following
25 guidelines will be adhered to:

- 1 • One half (1/2) quality point shall be added to the numerical quality point value corresponding
2 to the letter grade received for the honors course.²
- 3 • One (1) quality point shall be added to the numerical quality point value corresponding to the
4 letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course,
5 Dual Enrollment Course, or an Advanced Placement Course.²

6 Final Grade notification

- 7 • Honors courses – will receive three points added to their numeric final grade
- 8 • Dual enrollment courses – students must be enrolled in a post-secondary institution to receive
9 four additional points to their final numeric grade.
- 10 • Statewide dual credit courses - students enrolled in a statewide dual credit course must sit for
11 the dual credit exam in order to receive four additional points on their numeric final grade.
- 12 • AP courses – In order to receive five additional points, students are required to take the
13 corresponding AP exam.¹
- 14 • Industry Certifications – CTE courses that are aligned to an industry certification recognized by
15 the Tennessee Department of Education will receive an additional four points if the student sits
16 for the industry certification exam.
- 17 • If the additional weighting is awarded prior to participation in the culminating exam and the
18 student does not participate in the culminating exam, the additional points will be removed.

19 Students who are able to register for enough credits to meet graduation requirements are classified as
20 seniors.

21 In the determination of academic recognition, Cumberland County Schools will utilize the following
22 Latin system based on local weighted GPA:

23	Summa Cum Laude	4.25 and above
24	Magna Cum Laude	4.00 – 4.24
25	Cum Laude	3.75-3.99

26 All grades earned in grades 9, 10, 11 and the first semester of grade 12 are considered for determining
27 final class standing.

28 The valedictorian and salutatorian will be chosen using the following criteria:

- 29 • Student must be a graduating senior enrolled full time at the home base school in physical
30 attendance.
- 31 • Student must qualify for the highest Latin System honor award at the respective high school.
- 32 • Student must meet the benchmarks on the ACT (benchmarks: Math 22, Science 23, English 18
33 and Reading 22) or equivalent on the SAT.
- 34 • Valedictorian and salutatorian will have the two highest numerical averages of the final course
35 grades in the top half of the Summa Cum Laude graduating class.

- 1 • In the event multiple students meet all of the aforementioned criteria and a tie still exists, the
2 highest achieved ACT composite controls.
- 3 • ~~Middle College course work will not be factored in determination of valedictorian and~~
4 ~~salutatorian.~~
- 5 • Middle College students will have all college coursework transcribed into their official course
6 record. These students will receive a CCHS Middle College or an SMHS Middle College class
7 rank separate from high school students not classified as Middle College students.
8

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

12 Each school department or club, which presents honors or awards or conducts contests will file with the
13 principal the name of the honor, award or contest; the basis for selection of the award and honor; the
14 method of participation; and the reason for the contest.

15 To become valedictorian or salutatorian, a student must be enrolled and in physical attendance in the
16 high school during the entire first semester of their senior year. The student must also have been enrolled
17 and in physical attendance 2 of the 4 semesters immediately preceding their senior year. The grades from
18 the final semester of their senior year will not be used in determining class standing.

Legal References

1. TCA 49-6-407 TRR/MS 0520-01-03.05(3)(c)
2. Tennessee State Board of Ed. Policy 3.301

Cross References

- Grading System 4.600
Graduation Requirements 4.605