

ROANE COUNTY BOARD OF EDUCATION
POLICY COMMITTEE
Edward E. Williams Building

REGULAR AGENDA
September 17, 2026

- I. CALL TO ORDER**
- II. OLD BUSINESS**
 - II.1.#5.110 - COMPENSATION GUIDES & CONTRACTS
 - II.2.#5.200 - SEPARATION PRACTICES FOR TENURED TEACHERS
 - II.3.#5.201 - SEPARATION PRACTICES FOR NON-TENURED TEACHERS
 - II.4.#5.801 - DIRECTOR OF SCHOOLS RECRUITMENT AND SELECTION
 - II.5.#6.200 - ATTENDANCE
 - II.6.#6.202 - HOME SCHOOLS
 - II.7.#6.205 - STUDENT ASSIGNMENTS
 - II.8.#6.303 - QUESTIONING STUDENTS AND SEARCHES
 - II.9.#6.306 - INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES
 - II.10. #6.318 - ADMISSION OF SUSPENDED OR EXPELLED STUDENTS
 - II.11. #6.4053 - OUTSIDE APPLIED BEHAVIOR ANALYSIS THERAPY (NEW POLICY FROM TSBA)
 - II.12. #6.412a - EMERGENCY ALLERGY RESPONSE PLAN
 - II.13. #6.506 - STUDENTS FROM MILITARY FAMILIES
 - II.14. CHANGES TO THE FOLLOWING POLICIES PER PUBLIC CHAPTER 938
 - 1. #4.100
 - 2. #4.300
 - 3. #4.301
 - 4. #5.104
 - 5. #5.501
 - 6. #6.100
 - 7. #6.301
 - 8. #6.303
 - 9. #6.304
 - 10. #6.3041
- III. NEW BUSINESS - N/A**
- IV. ADJOURNMENT**

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 11/20/25
		Rescinds: 5.110	Issued: 05/17/18

1 General

2 Certified personnel shall make a written contract at a fixed salary per month before entering upon their
3 duties.¹

4 The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary
5 schedule to the Board for its approval.²

6 Contracts for certified personnel shall provide the following:³

7 1. A minimum of one hundred and eighty (180) working days;
8

9 2. A minimum of five (5) days for in-service education;
10

11 3. Ten (10) vacation days; and
12

13 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
14 conferences).

15 The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

16 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
17 the revenue is deposited with and salaries paid through the Board. This includes donations or
18 contributions from individual, civic, or other non-school related sources of funds from individual
19 school activity funds, such as gate receipts and concessions.^{1,4}

Legal References

1. [TCA 49-2-203\(a\)\(1\)](#); [TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

4. [TCA 49-6-2006\(a\)](#)
5. [Public Acts of 2025, Chapter No. 433](#)

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 06/18/26
		Rescinds: 5.200	Issued: 10/27/22

1 ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
6
- 7 • Placement on administrative leave with pay; or
8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 SUSPENSION PENDING AN INVESTIGATION¹

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
15 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
18 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
19 a teacher with pay if there is a pending investigation. If vindicated or reinstated, the teacher shall be paid
20 full salary for the period of suspension.

21 SUSPENSION OF THREE DAYS OR LESS^{2,3}

22 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
23 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
24 with written notice, including the reasons for the suspension along with an explanation of the evidence;
25 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five
26 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
27 represented by counsel at the conference, which shall be recorded.

28 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the
29 tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is
30 deemed to be an appropriate penalty.

1 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

2 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
3 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,
4 and shall be signed by the party or parties making the charges.

5 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
6 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice
7 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
8 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

9 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after
10 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

11 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
12 the list maintained by the Board.

13 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
14 impartial hearing officers as defined under Tennessee law.

15 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
16 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of
17 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following
18 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any
19 prehearing conference may be conducted by telephone if each participant has an opportunity to
20 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
21 to issue appropriate orders and to regulate the conduct of the proceedings.

22 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)
23 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
24 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,
25 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the
26 receipt of the notice of appeal.

27 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
28 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
29 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend
30 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the
31 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse
32 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the
33 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall
34 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery
35 court for its review.

36 **RESIGNATION**

37 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
38 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

1 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
2 notice requirement and permit a teacher to resign in good standing.⁵

3 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

4 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
5 statement of a physician approved by the Board; or

6 2. The release by the Board of the teacher from the contract that the teacher has entered into with
7 the Board.

8 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
9 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
10 Failure to render such notice may be considered a breach of contract.⁷

11 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
12 the State Board of Education and request the suspension of a teacher's license. After the State Board of
13 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
14 Education may suspend the license for no less than thirty (30) days and no more than three hundred
15 sixty-five (365) days.⁸

16 **RETIREMENT**

17 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from
18 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to
19 retire at any age according to the provisions of the retirement system.

20 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the
21 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee
22 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
23 teacher to file for benefits.

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511](#); [512](#); [513](#)
5. [TCA 49-5-508\(a\)](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 06/18/26
		Rescinds: 5.201	Issued: 10/27/22

1 ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
6
- 7 • Placement on administrative leave with pay; or
8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 SUSPENSION PENDING AN INVESTIGATION¹

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
15 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
18 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
19 a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-
20 tenured teacher shall be paid full salary for the period of suspension.

21 SUSPENSION OF THREE DAYS OR LESS²

22 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
23 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
24 with written notice, including the reasons for the suspension along with an explanation of the evidence;
25 (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested
26 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties
27 may be represented by counsel at the conference, which shall be recorded.

28 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
29 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
30 without pay is deemed to be an appropriate penalty.

1 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

2 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
3 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
4 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

5 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
6 before an impartial hearing officer.

7 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
8 hear the case, and the teacher shall have the right to:

9 1. Be represented by counsel;
10

11 2. Call and subpoena witnesses;
12

13 3. Examine all witnesses; and
14

15 4. Require that all testimony be given under oath.

16 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
17 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal
18 the decision to the Board within ten (10) working days of the hearing officer rendering the written
19 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.
20 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the
21 proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the
22 Board.

23 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
24 the same manner as the non-tenured teacher.

25 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
26 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
27 The Board shall take one of the following actions:

28 1. Sustain the decision;
29

30 2. Send the record back if additional evidence is necessary; or
31

32 3. Revise the penalty or reverse the decision.

33 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
34 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days

1 after the conclusion of the hearing.

2 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may
3 appeal to the chancery court in the county where the school district is located. The Board shall provide
4 the entire record of the hearing to the court.

5 **NONRENEWAL**

6 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
7 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
8 or tenure protections.

9 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
10 tenured teacher and providing assistance for overcoming these deficiencies.

11 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
12 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,
13 the following action shall be taken:

14 1. The Board shall be notified at the next regular board meeting; and

15 2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or
16 by email within five (5) business days following the last instructional day for the school year.³ If
17 the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
18 include a statement listing it as the cause for nonrenewal.⁴

19 **RESIGNATION**

20 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
21 effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and
22 permit a teacher to resign in good standing.

23 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

24 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
25 statement of a physician approved by the Board; or
26

27 2. The release by the Board of the teacher from the contract which the teacher has entered into with
28 the Board.

29 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
30 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
31 Failure to render such notice may be considered a breach of contract.⁷

32 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
33 the State Board of Education and request the suspension of a teacher's license. After the State Board of
34 Education has provided the teacher an opportunity for defense during a hearing, the State Board of

1 Education may suspend the license for no less than thirty (30) days and no more than three hundred
2 sixty-five (365) days.⁸

3 **RETIREMENT**

4 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
5 from retirement plans and/or Social Security benefits.

6 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
7 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
8 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
9 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
10 of the retiring teacher to file for benefits.

11 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
12 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
13 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Roane County Board of Education

Monitoring:

**Review: Annually, in
February**

Descriptor Term:

Director of Schools Recruitment and Selection

Descriptor Code:

5.801

Issued Date:

05/17/18

Rescinds:

Issued:

- 1 When a vacancy occurs, the appointment of a director of schools is a function of the board.¹ The board
2 is responsible for finding the person it believes can most effectively translate into action the policies of
3 the board and the goals of the community and the professional staff.
- 4 The board may employ a consultant to advise and assist the board in the search and selection process.
5 However, final selection shall rest with the board after a thorough consideration of qualified applicants.
6 An interim director of schools appointed during the time of a search shall not become a candidate
7 unless the board expressly permits such inclusion in the selection procedures. A board member may
8 not apply for or in any other way be considered for the position of director of schools.²
- 9 Prior to conducting a search to fill the position, the board shall initially develop the following:
- 10
- 11 1. A job description;
- 12
- 13 2. A timeline;
- 14
- 15 3. A process for accepting and reviewing applications; and
- 16
- 17 4. Selection procedures which shall include, but not be limited to, the following:³
- 18
- 19 a. The board may invite the community, including board employees, to participate in the
20 process of selecting a director of schools. Resumes of persons interviewed by the board
21 shall be available in the central office for public inspection.
- 22
- 23 b. The interview process for each finalist shall include meetings with various staff and
24 community groups.
- 25
- 26 c. Finalist shall be interviewed by the board in an open session. Only board members will
27 be allowed to ask questions during the interview.
- 28
- 29 d. The board shall attempt to select a director by unanimous vote, but a simple majority
30 vote of the membership of the board shall be required for the appointment of a director
31 of schools.

Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/23/25
		Rescinds: 6.200	Issued: 08/17/23

1 *General*

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

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

7 1. All accounting and reporting procedures and their dissemination;
8

9 2. Alternative program options for students who severely fail to meet minimum attendance
10 requirements;
11

12 3. Ensuring that all school age children attend school;
13

14 4. Providing documentation of enrollment status upon request for students applying for new or
15 reinstatement of driver's permit or license; and
16

17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
18 withdraws from school.²

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

22 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
23 Excused absences shall include:⁴

24 1. Personal illness/injury;
25

26 2. Illness of immediate family member;
27

3. Death in the family;

4. Extreme weather conditions;

5. Religious observances;⁵

6. Pregnancy;

7. School endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness; and

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those

1 absences or request an attendance hearing, then the Director of Schools shall implement the progressive
2 truancy intervention plan described below prior to referral to juvenile court.

3 *Progressive Truancy Plan*⁸

4 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
5 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
6 not limited to:

7 1. School-wide prevention support;

8 2. A conference with the student and the student's parent(s)/guardian(s);

9

10 3. An attendance contract, based on the conference, signed by the student, the
11 parent(s)/guardian(s), and an Attendance Supervisor/designee. The contract shall include:
12

13 a. A specific description of the school's attendance expectations for the student;

14 b. The period for which the contract is effective; and

15 c. Penalties for additional absences and alleged school offenses, including additional
16 disciplinary action and potential referral to juvenile court; and

17

18 4. Regularly scheduled follow-up meetings to discuss the student's progress.

19 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
20 unexcused absences, but before referral to juvenile court, and includes the following:

21 1. A conference with the student and the student's parent(s)/guardian(s);
22

23 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
24 and the Attendance Supervisor/designee. The contract shall include:

25

26 a. A specific description of the school's attendance expectations for the student;

27 b. The period for which the contract is effective; and

28 c. Penalties for additional absences and alleged school offenses, including additional
29 disciplinary action and potential referral to juvenile court.
30

3. Regularly scheduled follow-up meetings to discuss the student's progress; and

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

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: **3 hours** of **one** of the following:

1. After School Session focused on Attendance

2. School-Based Community Services

3. Saturday School

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹ / PARENT REQUEST DAYS

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

1. Student's name and personal identification number;

2. Student's grade;

3. The dates of the student's absence;

4. The reason for the student's absence; and

5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

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

1 examination for state or federal accountability purposes.

2 Students shall only be permitted to attend courses provided by entities that certify in writing that they
3 have complied with the background check requirements outlined in state law.¹¹ The student shall
4 submit a written consent form signed by the student's parent/guardian prior to participation in the
5 released time course. The principal/designee shall document the approval in writing. The student shall
6 provide documentation to the principal/designee as proof of the student's participation in the released
7 time course.

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

9 **MAKE-UP WORK**

10 The student is excused for the day(s) of the absence, not the material covered in the class. Therefore, it
11 is the student's responsibility to contact the teacher for make-up work. If absence is excused, all
12 missed class work or tests may be made up provided the student makes the request immediately upon
13 returning to each class/classes, and provided class time is not taken from other students. The number of
14 days missed is the number of days the student will be given to complete the make-up work. (For
15 example, a student who misses Monday and Tuesday and returns Wednesday will turn in the work due
16 on Monday and Tuesday at the beginning of class on Friday.) Exceptions to this provision must be
17 approved by the principal in advance.

18 **STATE-MANDATED ASSESSMENT**

19 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
20 doctor's excuse or have been given an excused release by the principal prior to testing to receive an
21 excused absence. Students who have excused absences will be allowed to take a make-up exam.
22 Excused students will receive an incomplete in the course until they have taken the EOC exam.

23 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
24 averaged into their final grade.

25 **CREDIT/PROMOTION DENIAL**

26 Credit/promotion denial determinations may include student attendance; however, student attendance
27 may not be the sole criterion.¹² If attendance is a factor prior to credit/promotion denial, the following
28 shall occur:

29 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
30 credit/promotion denial due to excessive absenteeism; and
31

32 2. Procedures in due process are available to the student when credit or promotion is denied.

33 **DRIVER'S LICENSE REVOCATION²**

34 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
35 semester shall be ineligible to retain a driver's permit or license.

1 ATTENDANCE HEARING¹³

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

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

14 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
15 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
16 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
17 The action of the Board shall be final.

18 INCENTIVE PROGRAMS

19 In grades K-8, each school is encouraged to develop a positive incentive program.

20 In grades 9-12, students on a block schedule who have a semester average of 80 or above with parental
21 approval, will be exempt from the following:

- 22 • Students with perfect attendance and an 80 average in all courses, may choose to be exempt
23 from all exams.
- 24 • Any student missing 1-4 total blocks may be exempt from four (4) exams if they have at least
25 an 80 average in the course.
- 26 • Any student missing 5-8 total blocks may be exempt from three (3) exams if they have at least
27 an 80 average in the course.
- 28 • Any student missing 9-12 total blocks may be exempt from two (2) exam if they have at least
29 an 80 average in the course.

30 Any student missing more than twelve (12) total blocks may not be exempt from any exams.

31 The exempt student may choose to take semester exams, but if the exam is taken and a low score is the
32 result, it may be dropped before the semester scores are averaged. However, if a student has missed a
33 class more than three (3) times during the semester, the student will not be exempt from that class test.
34 Test exemptions will not be affected by absences on final exam days.

35 The Director may waive attendance incentive programs during pandemics or natural disasters. In the
36 event attendance incentive programs are suspended, all students will be required to take exams.

1 ATTENDANCE REGARDING SCHOOL ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

2 Students participating in school athletics, band and extra-curricular activities are required to be in
3 attendance for a minimum of half (1/2) the school day on the day of the activity, does not apply to days
4 off or Holidays. The principal can use his/her discretion for extenuating circumstances.

5

6

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [Public Acts of 2025, Chapter No. 401](#)
12. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
13. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 08/17/23
		Rescinds: 6.202	Issued: 10/19/21

1 General

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements:²

7 1. Provide annual notice to the Director of Schools before the commencement of each school year of
8 the intent to conduct a home school;

9 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location
10 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the
11 parent-teacher;

12 3. Maintain attendance records, subject to inspection by the Director of Schools;

13 4. Submit attendance records to the Director of Schools at the end of each school year;

14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 required by state law;³

16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴

18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);

20 8. Take actions according to state law if home school student falls behind appropriate grade level;

21 9. Submit proof to the Director of Schools that other health services and examinations as required by
22 state law have been received by the home school student; and

23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

25 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
26 formal action to bring the child into compliance with the compulsory attendance law (until the child has
27 reached age seventeen (17), either in the home school or in a public, private, or church-related school).

1 FACILITIES USE

2 School facilities shall be available for home school instruction only when all of the following conditions
3 exist:

- 4 1. Special needs courses are being taught which require services unavailable to the home school
5 student;
- 6 2. These services cannot be provided through any means other than the schools;
- 7 3. Requests for services are made known by the home school parent when notice is given to the
8 Director of Schools of the intent to conduct a home school;
- 9 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 10 5. No overcrowding, additional expenses, including providing transportation, or other special
11 situations which interfere with the normal operation of the school district shall be incurred; and
- 12 6. Approval by the Board shall be on a case-by-case basis.

13 RECORD ACCESS

14 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the
15 home school inspected at least two (2) times each school year in order to provide assistance in
16 implementing the compulsory attendance law.

17 STUDENT PERFORMANCE⁵

18 The Director of Schools shall develop administrative procedures regarding necessary consultations
19 with home school parents in regard to student performance.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter
No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 06/21/18
		Rescinds: 3.06	Issued: 11/20/08

1 TO SCHOOLS

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 TO CLASSES

4 The principal shall be responsible for assigning all students to classes.

5 Students who enter the system from another school system are to be placed by the principal in the
6 grade and/or level as indicated by records from the former school. If the student's placement is
7 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
8 level. Parents shall be kept advised.

9 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
10 abuse allegedly occurred while the child was under the supervision or care of the school. If available
11 and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and
12 the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by
13 a juvenile court to have committed the child sexual abuse; or (3) criminally charged.

14 All high schools shall have a pre-registration for their schools to determine the subjects needed to be
15 offered and the number of sections required for each particular subject.

16 Students enrolling from a home school shall be subject to appropriate placement screening. Such
17 screening may be of the record only, but may also include appropriate testing, teacher observation,
18 work products, or other appropriate means to provide the best academic and grade placement of the
19 student.

20 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
21 assignment, make application to the board for a hearing requesting a transfer to another school.³

Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3102(h)
3. TCA 49-6-3201

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: 09/23/25
		Rescinds: 6.303	Issued: 05/20/21

1 QUESTIONING BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 The school principal shall authorize all searches at the outset per state law.² All principal initiated
24 searches shall be conducted by a school security officer or a school administrator who has completed the
25 state required training.³ The following conditions shall apply to principal initiated searches:

26 1. All the following standards of reasonableness must be met:

27 a. A particular student has violated school policy;

28 b. The search will yield evidence of the violation of school policy or will lead to finding
29 dangerous weapons, drugs, or drug paraphernalia;

- 1 c. The search is in pursuit of legitimate interests of the school in maintaining order,
2 discipline, safety, supervision, and education;
- 3 d. The search is not conducted for the sole purpose of discovering evidence to be used in
4 criminal prosecution; and
- 5 e. The search shall be reasonably related to the objectives of the search and not
6 excessively intrusive considering the age and sex of the student as well as the nature of
7 the alleged infraction;⁴
8
- 9 2. A school administrator shall be on-site at any principal-initiated search;
10
- 11 3. A school administrator shall oversee the search and may end the search at any time; and
12
- 13 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
14 guardian within a reasonable time of the search³
- 15 If a school resource officer searches a student, based on having probable cause, the principal shall
16 notify the Director of Schools/designee.⁵
- 17 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
18 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
19 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
20 all of the provisions of the School Security Act of 1981.⁶

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#)
4. [TCA 49-6-4205\(b\)](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201](#); [Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 10/19/21
		Rescinds: 6.306	Issued: 06/21/18

1 *General*

2 A student shall not engage in conduct which causes the disruption or interference with the operation of
3 the school while on school property, in school vehicles or buses, or at school-sponsored events,
4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and
6 have the authority to control the conduct of any student while under the supervision of the school
7 district.¹

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion
9 depending on the severity of the offense and the student's prior record.²

10 **REMOVAL OF STUDENT³**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may
12 submit a written request along with the required documentation to the principal/designee to remove the
13 student from the teacher's classroom. The student will be given notice of the rationale for the request
14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student's
16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
18 abuse or overuse with the teacher and may require the teacher to complete additional professional
19 development to improve the teacher's classroom management skills.

20 *Appeal Process*

21 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
22 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
23 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 10/22/24
		Rescinds: 6.318	Issued: 10/27/23

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension or expulsion from the former school district. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
- 8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
- 9 the request.
- 10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.
- 11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 12 suspended or expelled from the former school district.²

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

School Admissions 6.203
Student Records 6.600

Monitoring: Review: Annually, in April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: draft
		Rescinds:	Issued:

1 *General*

2 This policy applies to “private pay providers”, which include licensed behavior analysts, registered
3 behavior technicians, and licensed assistant behavior analysts, who are under contract with
4 parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

5 Private pay providers shall adhere to the memorandum of understanding (“MOU”), board policies, and
6 state and federal laws while assisting students on school property and/or at school functions. This
7 includes adhering to student confidentiality laws for any student the private pay provider encounters.
8 The school district shall require a background check and fingerprinting of all private pay providers.

9 A private pay provider accompanying a student on campus shall be responsible for attending to the
10 ongoing needs of the student they are contracted to assist. The school district shall not request the
11 private pay provider to provide services to any other students, staff, or visitors.

12 The Director of Schools shall develop administrative procedures to implement this policy.

13 **IEP TEAM COORDINATION**

14 Private pay providers shall coordinate with the student’s IEP team by:

- 15 • Attending an onboarding session;
- 16
- 17 • Defining roles and communication channels;
- 18
- 19 • Conducting a review of relevant student records;
- 20
- 21 • Ensuring documentation is accurate and promptly provided to all parties; and
- 22
- 23 • Coordinating with the IEP team prior to each meeting.

24 **TERMINATION OF SERVICES**

25 Services of the private pay provider may be terminated for cause. Termination shall be based on
26 violation of the terms of the MOU. If termination is necessary, the [insert title of employee] shall
27 provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEALS PROCESS

[Note: The Bord may insert an alternate appeal process.]

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

Legal References

1. [Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401](#)

Roane County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: 06/21/18
		Rescinds: 3.33B	Issued: 03/19/09

1 The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state
2 guidelines for managing students with life-threatening allergies. The Plan shall include measures to
3 reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall
4 include, but are not limited to; education and training of personnel, record keeping/documentation,
5 development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that
6 include strategies to reduce exposure to allergens.¹

7 Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify
8 all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP)
9 with an Allergy Action Plan for each specific student.²

Legal References

1. TCA 49-50-1602(f)
2. TENN. DEP'T OF EDUC. & TENN. DEP'T OF HEALTH, *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting and Guidelines for Managing Life-Threatening Food Allergies* (2014)

Cross References

Medicines 6.405

Roane County Board of Education

Monitoring:

Review: Annually, in April

Descriptor Term:

Students from Military Families

Descriptor Code:

6.506

Issued Date:

11/21/19

Rescinds:

Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within ten (10) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of
11 residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

Attendance 6.200
School Admissions 6.203

Roane County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Program	Descriptor Code: 4.100	Issued Date: 10/23/25
		Rescinds: 4.100	Issued: 08/15/24

1 General

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a
4 certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited
5 to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish
6 individuals and/or their property, toward Jewish community institutions and religious facilities.²

7 GOALS

8 The Board approves the following instructional goals for students:

- 9 1. To develop the skills necessary to function as a self-directed person;
- 10 2. To know the principles involved in making moral and ethical choices;
- 11 3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem
12 solving;
- 13 4. To develop a positive attitude toward the lifelong endeavor of learning;
- 14 5. To learn to identify personal talents and interests, make appropriate career choices, and develop
15 career skills;
- 16 6. To acquire knowledge and to develop skills in the management of personal and public
17 resources necessary for meeting obligations to self, family, and society;
- 18 7. To learn to act in a responsible manner;
- 19 8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world;
20 and
- 21 9. To learn to understand, respect, and interact with people of different cultures, generations, and
22 races.

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Roane County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 10/24/23
		Rescinds: 4.300	Issued: 03/20/18

1 *General*

2 The following shall be adhered to:

- 3 1. The Board shall initially approve extracurricular activities at the district-level to ensure proper
4 support and supervision.
- 5 2. Each student activity shall be under the guidance and direction of a staff member.
- 6 3. All extracurricular activities at the school level shall have the approval of the principal.
- 7 4. Student activities occurring before or after regularly scheduled school hours must be under the
8 supervision of the principal/designee.
- 9 5. Secret organizations shall not be operated in any school.
- 10 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time
11 which conflicts with his/her religious practices.¹
- 12 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
13 athletic programs and major events which cannot be scheduled otherwise.
- 14 8. Student groups shall not participate in state or national activities which are not listed as
15 approved activities by a regional accrediting association or the state and national principals'
16 associations without the approval of the Director of Schools.
- 17 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular
18 activities.
- 19 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or
20 national origin are strictly forbidden.²

21 **STUDENT CLUBS & ORGANIZATIONS³**

- 22 All students under the age of eighteen (18) shall present a signed and dated statement from their
23 parent/guardian before joining any club or organization or participating in activities of a club or
24 organization. The Director of Schools shall develop administrative procedures outlining this
25 recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301

Field Trips/Excursions/Competitions 4.302

Attendance 6.200

Roane County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 10/23/25
		Rescinds: 4.301	Issued: 08/15/24

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
5 shall only be allowed to participate in athletic activities or events that align with the student's sex
6 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
10 the student's sex at birth.

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
13 are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall
14 accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board,
15 provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
17 of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order
18 to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall
21 provide proof of independently secured catastrophic coverage and liability coverage, with the school
22 district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility
23 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating
24 in interscholastic athletics.

25 Prior to participation in interscholastic athletics, every student shall complete an annual physical
26 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the
27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
30 the practice of any interscholastic sport during the school day without written permission from the
31 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
3 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
4 to the event.⁸

5 **SEVERE WEATHER**⁴

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION**¹⁰

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
18 guidelines. If a school is not a member with these organizations, home school students that are zoned
19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
20 students.

21 **VIRTUAL SCHOOL STUDENT PARTICIPATION**¹¹

22 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
23 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
24 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
25 students.

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Roane County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date: 05/17/18
		Rescinds:	Issued:

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
- 2 afforded equally to members of all races, creeds, colors, sex, religions, ages, national origins, and
- 3 individuals with disabilities or veteran status with regard only for qualifications for the positions
- 4 involved.¹

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USC § 12101-12213

Cross References

Section 504 & ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Roane County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date: 08/15/24
		Rescinds: 5.501	Issued: 02/20/20

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The board believes that differences of opinions arising in the course of employment should be resolved
3 as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures to that staff member, administrative practices within the staff member's particular school,
6 and relationships with other employees, the staff member concerned must consult the administrative or
7 supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may
9 discuss the matter with the next level of supervision up to and including the director of schools.

10 In instances where an individual staff member feels, for personal reasons, that they cannot discuss a
11 problem with their immediate superior, the staff member may take the problem directly to the director
12 of schools. After review of the case, the director of schools shall take action as they deem appropriate
13 and within a prompt, reasonable time shall notify all parties concerned of their decision.

14 HARASSMENT/DISCRIMINATION GRIEVANCES

15 Employees should notify any district complaint manager if they believe the board, its employees or
16 agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or
17 board policy including: ^{1,3,4}

18 1. Title II of the Americans with Disabilities Act ²

19 2. Title IX of the Education Amendments of 1972 ⁷

20 3. Section 504 of the Rehabilitation Act of 1973 ⁵

21 4. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the
22 Education Amendments of 1972 ^{6,7}

23 The complaint manager will endeavor to respond and resolve complaints without resorting to this
24 grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The
25 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's
26 pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other
27 remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit
28 of other remedies.

29 1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure

may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.

2. Investigation — The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, of his or her findings with the director of schools. If a complaint of sexual harassment contains allegations involving the director of schools, the written report shall be filed with the board. The director of schools shall keep the board informed of all complaints.

3. Decision and Appeal — After receipt of the complaint manager's report, the director of schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the board. Thereafter, the board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

21 APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)

Amanda B. Evans	Tony Clower	Marti Sparks
Human Resource Supervisor	Assistant Director of Schools	Special Education Supervisor
105 Bluff Road	105 Bluff Road	105 Bluff Road
Kingston, TN 37763	Kingston, TN 37763	Kingston, TN 37763
(865) 376-5592	(865) 376-5592	(865) 376-5592

(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)

Legal References

1. [Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25](#)
2. [Equal Pay Act, 29 USCA § 206\(d\)](#)
3. [Immigration Reform and Control Act, 8 USCA § 1324](#)
4. [Americans with Disabilities Act, 42 USCA § 12101](#)
5. [Title IX of the Education Amendments, 20 USCA § 1681](#)
6. [Section 504 of the Rehabilitation Act, 29 USCA § 701](#)
7. [Title VII of Civil Rights Act, 42 USCA § 2000e](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Goals	Descriptor Code: 6.100	Issued Date: 06/21/18
		Rescinds: 3.01	Issued: 05/18/00

- 1 In order to establish an environment that is conducive to learning for each student, the board
- 2 establishes the following goals:
 - 3 1. To assure all students the same educational opportunities regardless of race, color, creed,
 - 4 religion, ethnic origin, sex, or disabilities;¹
 - 5 2. To protect and observe the legal rights of students;
 - 6 3. To promote a learning environment which provides opportunities for all students without
 - 7 regard to race, creed, religion, ethnic origin, sex, or disabilities;
 - 8 4. To enhance the self-image of each student by helping him/her feel respected and worthy
 - 9 through a learning environment which provides positive encouragement from frequent success;
 - 10 5. To provide an environment where students can learn personal and civic responsibility for their
 - 11 actions through meaningful experiences as school citizens;
 - 12 6. To deal with students in matters of discipline in a fair and constructive manner;
 - 13 7. To provide for the safety, health and welfare of students; and
 - 14 8. To promote faithful attendance and good work.
 - 15

Legal References

1. 20 USCS § 1703; TCA 49-6-3109

Cross References

School District Goals 1.700
Instructional Goals 4.100
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date: 06/21/18
		Rescinds: 3.08	Issued: 05/18/00

1 The board expects all school staff, students, and parent(s)/guardian(s) to assume the responsibility for
2 appropriate behaviors in the school.

3 Each student has the right to:

- 4 1. Have the opportunity for a free education in the most appropriate learning environment;
- 5 2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- 6 3. Expect that the school will be a safe place;
- 7 4. Have an appropriate environment conducive to learning;
- 8 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or
9 disabilities¹; and
- 10 6. Be fully informed of school rules and regulations.

11 Each student has the responsibility to:

- 12 1. Know and adhere to reasonable rules and regulations established by the board;
- 13 2. Respect the human dignity and worth of every other individual;
- 14 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 15 4. Study and maintain the best possible level of academic achievement;
- 16 5. Be punctual and present in the regular school program;
- 17 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and
18 safety;
- 19 7. Maintain and/or improve the school environment, preserve school and private property, and exercise
20 care while using school facilities;
- 21 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational
22 process;
- 23 9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining
24 discipline in the school and at school-sponsored activities;
- 25 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other

- 1 unauthorized substances or materials; and
- 2 11. Possess on school grounds only those materials which are acceptable under the law and accept the
- 3 consequences for articles stored in one's locker.

Legal References

1. 20 USCS § 1703

Roane County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: 09/23/25
		Rescinds: 6.303	Issued: 05/20/21

1 QUESTIONING BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 The school principal shall authorize all searches at the outset per state law.² All principal initiated
24 searches shall be conducted by a school security officer or a school administrator who has completed the
25 state required training.³ The following conditions shall apply to principal initiated searches:

26 1. All the following standards of reasonableness must be met:

27 a. A particular student has violated school policy;

28 b. The search will yield evidence of the violation of school policy or will lead to finding
29 dangerous weapons, drugs, or drug paraphernalia;

- 1 c. The search is in pursuit of legitimate interests of the school in maintaining order,
2 discipline, safety, supervision, and education;
- 3 d. The search is not conducted for the sole purpose of discovering evidence to be used in
4 criminal prosecution; and
- 5 e. The search shall be reasonably related to the objectives of the search and not
6 excessively intrusive considering the age and sex of the student as well as the nature of
7 the alleged infraction;⁴
8
- 9 2. A school administrator shall be on-site at any principal-initiated search;
10
- 11 3. A school administrator shall oversee the search and may end the search at any time; and
12
- 13 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
14 guardian within a reasonable time of the search³
- 15 If a school resource officer searches a student, based on having probable cause, the principal shall
16 notify the Director of Schools/designee.⁵
- 17 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
18 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
19 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
20 all of the provisions of the School Security Act of 1981.⁶

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#)
4. [TCA 49-6-4205\(b\)](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201](#); [Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Roane County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

Descriptor Code:

6.304

Issued Date:

10/23/25

Rescinds:

6.304

Issued:

09/22/20

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve
2 high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of
3 antisemitism found in policy 4.100), harassment, intimidation, hazing, or any other victimization of
4 students, based on any actual or perceived traits or characteristics, are prohibited.¹

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This
6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school
7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored
9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of
10 creating a hostile educational environment or otherwise creating a substantial disruption to the education
11 environment or learning process.

12 The principal/designee is responsible for educating and training respective staff and students as to the
13 definition and recognition of discrimination/harassment.³

14 The Director of Schools shall develop forms and procedures to ensure compliance with the
15 requirements of this policy and state law.

16 **DEFINITIONS⁴**

17 "Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational
18 benefits, opportunities, or performance, and the act has the effect of:

19 1. Physically harming a student or damaging a student's property;
20

21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
22 the student's property;
23

24 3. Causing emotional distress to a student; or
25

26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
28 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and

1 creates a hostile environment.

2 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic
3 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication
4 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
5 profiles.

6 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any
7 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
8 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
9 of the school district shall not encourage, permit, condone, or tolerate hazing activities.

10 Hazing does not include customary athletic events or similar contests or competitions and is limited to
11 those actions taken and situations created in connection with initiation into or affiliation with any
12 organization.⁵

13 COMPLAINTS AND INVESTIGATIONS

14 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
15 promptly report such information to the principal/designee.⁶

16 While reports may be made anonymously, an individual's need for confidentiality shall be balanced with
17 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
18 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
19 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
20 need to know.

21 The principal/designee at each school shall be responsible for investigating and resolving complaints.
22 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
23 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
24 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
25 reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee
26 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
27 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
28 on district counseling and support services. Students involved in an act of discrimination, harassment,
29 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
30 principal/designee when deemed necessary.⁸

31 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
32 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

33 1. It places the student in reasonable fear or harm for the student's person or property;
34

35 2. It has a substantially detrimental effect on the student's physical or mental health;
36

37 3. It has the effect of substantially interfering with the student's academic performance; or

4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION¹⁰

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the Human Resource Coordinator.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.¹¹

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

- 1 False accusations accusing another person of having committed an act prohibited under this policy are
- 2 prohibited. The consequences and appropriate remedial action for a person found to have falsely
- 3 accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Roane County Board of Education

Monitoring:

Review: Annually, in March

Descriptor Term:

Title IX & Sexual Harassment

Descriptor Code:

6.3041

Issued Date:

09/22/20

Rescinds:

Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:** Human Resource Coordinator

18 **Mailing address:** 105 Bluff Road, Kingston, TN 37763

19 **Phone number:** (865) 376-5592

20 **Email:** abevans@roaneschools.com

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and

1 4. Increased monitoring or supervision.

2 The measures offered to the complainant and the respondent shall remain confidential to the extent that
3 maintaining such confidentiality would not impair the ability of the school district to provide the
4 supportive measures.

5 **GRIEVANCE PROCESS**

6 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
7 Title IX Coordinator shall:

8 1. Promptly contact the complainant to discuss the availability of supportive measures;
9

10 2. Consider the complainant's wishes with respect to supportive measures;
11

12 3. Inform the complainant of the availability of supportive measures; and
13

14 4. Explain the process for filing a formal complaint.¹⁰

15 While the school district will respect the confidentiality of the complainant and the respondent as much
16 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
17 be consistent with the school district's legal obligations and the necessity to investigate allegations of
18 harassment and take disciplinary action.

19 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
20 process has been completed. Unless there is an immediate threat to the physical health or safety of any
21 student arising from the allegation of sexual harassment that justifies removal, the respondent's
22 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
23 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
24 keep the Director of Schools informed of any employee respondents so that he/she can make any
25 necessary reports to the State Board of Education in compliance with state law.¹³

26 **Complaints**

27 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
28 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
29 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
30 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

31 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
32 notification shall be made per the board policy on reporting child abuse.

33 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁵

Investigations¹⁶

The human resource coordinator shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁷

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

- a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility¹⁹

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²⁰ The clear and convincing evidence standard shall be used in making this determination.²¹

An assistant director of schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

1 APPEALS²²

2 Either party may appeal from a determination of responsibility based on a procedural irregularity that
 3 affected the outcome, new evidence that was not reasonably available at the time of the determination
 4 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
 5 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
 6 Coordinator within ten (10) days of a determination of responsibility.

7 Upon receipt of an appeal, the Title IX Coordinator shall:

8 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and

9

10 2. Notify the parties in writing.

11 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
 12 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
 13 the result of the appeal and the rationale for the result. The written decision shall be provided
 14 simultaneously to both parties.

15

16 RETALIATION²³

17 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 18 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

17. 34 CFR § 106.45(b)(1)(x)
- 18.** 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71