

**Policy Committee Meeting**  
**July 7, 2022 4:00 PM**  
Central Services Board Room

1. Call to Order - Mr. Tony Brock
2. Moment of Silence / Pledge of Allegiance - Mr. Tony Brock
3. Approval of Committee Minutes
4. Policy 2.806 Bids and Quotations
5. Policy 3.202 Emergency Preparedness Plan
6. Policy 4.210 Credit Recovery
7. Policy 4.300 Extracurricular Activities
8. Policy 4.402 Reconsideration of Textbooks and Instructional Materials
9. Policy 4.403 Library Materials
10. Policy 4.502 Parent and Family Engagement
11. Policy 4.600 Grading System
12. Policy 5.119 Employment of Retirees
13. Policy 6.200 Attendance
14. Policy 6.204 Attendance of Non-Resident Students
15. Policy 6.300 Code of Conduct and Discipline
16. Policy 6.307 Drug-Free Schools
17. Policy 6.3071 Extracurricular Activity Drug Testing
18. Policy 6.405 Medications
19. Policy 6.409 Reporting Child Abuse
20. Other Discussion
21. Adjournment

**Policy Committee Meeting**  
**May 24, 2022**  
**Central Services Board Room**

The Policy Committee met on Tuesday, May 24, 2022, in the Central Services Board Room where Mr. Tony Brock called the meeting to order at the approximate hour of 3:00 p.m. He welcomed everyone to the meeting and appreciated everyone for attending.

**PRESENT:**

Dr. Ina Maxwell, DOS	Earl Patton, Board Attorney
Mr. Tony Brock, Chairman of Policy, District 5	Mr. Chris King, District 6
Mr. Jim Inman, District 1	Ms. Rebecca Hamby, District 7
Ms. Stephanie Barnes, CAO	Ms. Anita Hale, District 4
Ms. Kim Bray, HR Director	Mo Charnot, Media
Marsha Polson, Nursing Supervisor	

**Absent:** None

- 1. Call to Order** – Mr. Tony Brock
- 2. Moment of Silence/Pledge of Allegiance** – Mr. Tony Brock
- 3. Approval of Minutes** – Mr. Tony Brock

VOICE VOTE: King moved to approve.  
Hamby(seconded-yes)

MOTION: Carried unanimously

Mr. Brock asked policy committee to take 5.204 policy until last.

**4. Policy 2.702 Inventories**

Mr. Brock introduced the policy, telling the committee there was only one thing that changed in the policy. Hamby moved to approve as presented with King seconding it.

VOICE VOTE: Hamby (mover-yes)  
King (seconded-yes)  
All Ayes

MOTION: Carried unanimously

**5. Policy 2.804 Expenses and Reimbursements**

Mr. Brock introduced the policy. Dr. Maxwell commented that this was an annual review policy. Hamby with a motion to accept as it and King with a second.

VOICE VOTE: Hamby (mover-yes)  
King (seconded-yes)  
All Ayes

**MOTION:**           **Carried unanimously**

**6. Policy 3.206 Community Use of School Facilities**

Brock introduced the policy. He told everyone that is just a reflection of removing information on leasing and a change in line 14 to reflect dropping a fee schedule. King moved to approve, Brock with a second.

**VOICE VOTE:**   King (mover-yes)  
                      Brock (seconder-yes)  
                      All Ayes

**MOTION:**           **Carried unanimously**

**7. Policy 6.204 Attendance of Non-Resident Students**

Brock introduced this policy. He told everyone that this too was an annual review policy. Hamby made a motion to accept and King with a second.

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

**MOTION:**           **Carried unanimously**

**8. Policy 6.4031 Pediculosis (Head Lice)**

Brock introduced this policy. Hamby wanted to approve the policy with the changes presented. Polson told the committee about the recent changes coming from the department of Health and how this made us more compliant. King made the second.

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

**MOTION:**           **Carried unanimously**

**9. Policy 5.204 Retirement Incentive: Retiree Health Insurance.**

Brock told the policy he had worked on the wording of this policy, and he was open to any feedback. The holdup was the wording that allowed help to both Certified and Non-Certified Employees. Hamby pointed out that the wording for both Certified and Non-Certified was basically the same. Brock agreed but pointed out that “retiring from Cumberland County schools” needed to be in the policy due to an employee leaving our county after several years and then asking to have the retirement benefit of the county, while not retiring from the county at the end of their tenure. Brock asked Bray to verify insurance. Bray stated that it’s about \$650 a month for single coverage. Brock pointed out that is an extremely generous gift so they should have put in the years in Cumberland County school system. Hamby asked Hale to give feedback. Hale said that 20 years in Cumberland Co could be here and there since it doesn’t state consecutive years. Brock recommended adding “creditable” years of TCRS service to the policy. King asked if they added 5 of the last year in Cumberland County if that would help. Brock said he thought about that but thinks it can get technical even with that. Patton said the wording is clear but it’s up for interpretation for the good or the bad. He said it’s just a matter of what the board wants to have in it. Brock asked if everyone agrees to add the “last 5 years” to the policy. Patton offered the suggestion of adding “the last 5 years immediately preceding retirement”. Brock brought up the fact that if someone had been sick and missed a year of work but was close to retirement, then that line would not benefit that person. He asked if adding the word “creditable”

years would work. The committee finalized the wording to say “For eligible certified/non-certified employees retiring from the Cumberland County School District with 30 or more years of creditable TCRS service of which at least 20 years are from the Cumberland County School District (the last 5 years of creditable service must be in the Cumberland County School District)”. Hamby then made a motion to approve the policy with this wording. King with a second.

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

**MOTION:** Carried unanimously

#### **10. Adjournment**

Hamby made a motion to adjourn. King with a second.

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

**MOTION:** Carried unanimously

**The meeting was adjourned at approximately 3:41 p.m.**

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**Dr. Ina Maxwell/New Director**  
**Director of Schools**

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**Mr. Tony Brock**  
**Chairman of the Policy Committee**

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**Diane McCartney**  
**Executive Assistant for the Director of Schools and BOE**





# Cumberland County Board of Education

Monitoring: <b>Date last reviewed: January 2005</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>2.806</b>	Issued: <b>12/06/18</b>

## 1 *General*

2 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five  
3 thousand dollars (\$25,000.00) including those of individual schools, shall be based on competitive bids.<sup>1</sup>  
4 These bids shall be solicited by advertisement in a newspaper of general circulation within the school  
5 district. The advertisement may be waived by the purchasing agent in an emergency.<sup>2</sup> The purchasing  
6 agent shall advertise for bids and receive quotations.

7 All purchases of twenty-five thousand dollars (\$25,000.00) or less, including those of individual schools,  
8 may be made in the open market without newspaper notice, but shall, whenever possible, be based on at  
9 least three (3) competitive bids.<sup>2</sup>

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

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

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

## 17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, **services from an insurance provider**, and similar  
19 services by professional persons or groups of high ethical standards shall not be based upon competitive  
20 bids but shall be awarded on the basis of recognized competence and integrity.<sup>4</sup>

21 **Insurance purchased through a plan authorized and approved by an organization of governmental entities**  
22 **representing cities and counties shall also be exempted.**<sup>5</sup>

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**Legal References**

1. TCA 49-2-203(a)(3) Public Acts of 2022 ~~2021~~, Chapter No. ~~310~~ 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2) **Public Acts of 2022, Chapter No.1016**
3. TCA 49-2-203(a)(~~3~~ D)(c)
4. TCA 12-3-1209; TCA 12-4-107; **Public Acts of 2022, Chapter No. 719; TCA 29-20-407**
5. ~~TCA 29-20-407~~

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**Cross References**

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601



# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Planning and Training</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>09/26/19</b>
		Rescinds: <b>3.202</b>	Issued: <b>09/28/17</b>

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

5 The principal of each school shall develop and implement emergency preparedness drills, which, shall  
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
8 students, and parents. However, the procedures/plans shall not be open to the public for inspection. In  
9 addition, any meetings involving school safety plans are not subject to the open meeting laws.

## 10 FIRE AND SAFETY DRILLS

11 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
12 days, with two (2) fire drills occurring during the first thirty (30) one of which must occur within the  
13 first 15 full days of the school year.<sup>2</sup> Additionally, he/she shall ensure that four (4) fire safety  
14 educational announcements are conducted throughout the year.<sup>2</sup>

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

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

## 21 ARMED INTRUDER DRILLS

22 The Director of Schools or his/her designee shall ensure that each school safety team conducts at least  
23 one (1) armed intruder drill annually within the first 30 days in coordination with local law  
24 enforcement.<sup>4</sup>

## 25 AED DRILLS

26 ~~Any~~ All schools with an Automated External Defibrillator (AED) shall conduct a Cardiopulmonary  
27 Resuscitation (CPR) and AED drill to ensure students are aware of the steps that must be taken in the  
28 event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.<sup>5</sup>

29 ~~The principal or designee shall regularly check the quantity, locations, and conditions of fire~~  
30 ~~extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.~~

## 1 **MEDICAL EMERGENCIES/PANDEMIC FLU**

2 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
3 and consult with the local and state health departments and other local emergency or healthcare  
4 providers in protecting students and the community from further infection. The Director of Schools  
5 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

## 6 **RECORD OF DRILLS**

7 A record of all fire or safety drills, including the time and date shall be kept in each school's office.

## 8 **REMOTE LEARNING DRILLS<sup>7</sup>**

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

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### Legal References

1. TRR/MS 0520-1-3-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122 TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
6. TCA 49-6-3004(a),(e); TCA 49-5-404
7. [Public Acts of 2022, Chapter No. 936](#)

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### Cross References

Emergency Closings 1.8011  
[Safety 3.201](#)  
Community Use of School Facilities 3.206

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Credit Recovery</b>	Descriptor Code: <b>4.210</b>	Issued Date: <b>06/25/20</b>
		Rescinds: <b>4.210</b>	Issued: <b>09/28/17</b>

1 *General*<sup>1</sup>

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course  
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.<sup>1</sup>

5 **ADMISSION AND REMOVAL**<sup>2</sup>

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed  
8 credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary  
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will  
10 not accept credit recovery courses for credit; and

11  
12 ~~2. CCHS & SMHS: The student has previously taken an initial, non-credit recovery section of the~~  
13 ~~proposed course and received a grade of at least sixty percent (60%). Students who receive a~~  
14 ~~grade of below sixty percent (60%) in the non-credit recovery section of the course must re-~~  
15 ~~take the course.~~

16  
17 3. ~~Phoenix:~~ The student has previously taken an initial, non-credit recovery section of the  
18 proposed course and received a grade of at least fifty percent (50%). Students who receive a  
19 grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take  
20 the course.

21 If a student is seeking to recover credit for the first semester of a two-semester course, the student may  
22 not receive the full credit for the course until he/she has enrolled in and passed the second semester of  
23 the course and taken any applicable End of Course examinations.

24 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee  
25 Department of Education.

26 **INSTRUCTION AND CONTENT**<sup>3</sup>

27 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content  
28 and instruction.

29 The Director of Schools shall ensure that all credit recovery courses:

- 1 1. Align with Tennessee's current academic standards for the relevant course content area, as  
2 approved by the State Board of Education; and  
3
- 4 2. Differentiate instruction to address individual student growth needs based on diagnostic  
5 assessment or End of Course data.

6 **Students in credit recovery programs:**

- 7 1. Shall complete a course skill-specific diagnostic to determine skill-specific goals;  
8
- 9 2. Shall meet individual skill-specific goals in a flexible time frame as established by identified  
10 student need;  
11
- 12 3. May be required to complete additional assignments as directed by local board of education  
13 credit recovery policy and credit recovery teacher of record; and  
14
- 15 4. Shall master all individualized skill-specific goals as established by the diagnostic process in  
16 order to earn credit.

17 **GRADES<sup>4</sup>**

18 Students passing credit recovery shall receive a grade of seventy percent (~~70~~ 60%). Grades awarded in  
19 credit recovery courses shall adhere to the State Board of Education's Uniform Grading Policy.<sup>5</sup>

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Legal References

1. SBOE Policy 2.103(7)(b)
2. SBOE Policy 2.103(7)(c)
3. SBOE Policy 2.103(7)(d)
4. SBOE Policy 2.103(7)(e)
5. SBOE Policy 3.301

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Cross References

Grading System 4.600  
Promotion and Retention 4.603

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>02/23/17</b>
		Rescinds: <b>4.300</b>	Issued: <b>01/06/98</b>

1 The following guidelines shall be followed in administering the student activities program:

- 2 1. The Board shall initially approve each specific extracurricular activity so that proper support  
3 and supervision may be assured.  
4
- 5 2. The principal, after obtaining the recommendation of the faculty and the director of schools,  
6 shall determine which clubs and organizations will be permitted.  
7
- 8 3. Each student activity must be under the guidance and direction of a Cumberland County  
9 school employee, **or a level 3 volunteer designated by the Principal**, who must be  
10 present at all times, to include on-board student transportation.  
11
- 12 4. All student activities must have the approval of the principal.
- 13
- 14 5. Student activities occurring before or after regularly scheduled school hours must be under  
15 the supervision of the principal or his/her designee.  
16
- 17 6. Secret organizations shall not be operated in any school.
- 18
- 19 7. A student shall not be required to attend a school-sponsored student activity that is scheduled  
20 at a time, which conflicts with his religious practices.  
21
- 22 8. School-sponsored student activities during vacation periods shall be restricted to regularly  
23 scheduled athletic programs and major events, which cannot be scheduled otherwise.  
24
- 25 9. Student groups shall not participate in state or national activities, which are not listed as,  
26 approved activities by regional accrediting associations or state and national principals'  
27 associations without the approval of the director of schools.  
28
- 29 10. A student on in-school or out-of-school suspension shall not be permitted to participate in  
30 school- sponsored activities.  
31
- 32 11. Activities, which restrict participation because of race, color, religion, sex, disabilities, or  
33 national origin, are forbidden.<sup>1</sup>  
34
- 35 12. Activities sponsored by outside groups or agents will be approved only if they are co-  
36 sponsored by the school.  
37
- 38 13. Students must have attended school at least one-half day to participate in extracurricular

1. activities on any given day.

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Legal References

1. 20 USC § 1703

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Cross References

Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302  
Accidents and Illnesses 6.410  
Student Clubs and Organizations 6.702  
Extracurricular Activity Drug Testing 6.3071

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reconsideration of Textbooks and Instructional Materials</b>	Descriptor Code: <b>4.402</b>	Issued Date:
		Rescinds:	Issued:

1 If a complaint is filed by a parent/guardian, employee, or student regrading textbooks or instructional  
2 materials, this process is to be followed:<sup>1</sup>

- 3 1. Inform the complainant of the selection procedures and make no commitments.  
4
- 5 2. Request the complainant to submit a Request for Reconsideration of Textbooks and  
6 Instructional Materials form.  
7
- 8 3. Inform the principal (and other appropriate personnel).  
9
- 10 4. Keep challenged materials available for use during the reconsideration process. The materials  
11 shall be removed immediately if they:<sup>2</sup>  
12
  - 13 a. Were created to align exclusively with Common Core; or
  - 14 b. Are marketed or otherwise identified as Common Core textbooks or instructional  
15 materials.  
16
- 17
- 18 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.  
19
- 20 6. The principal shall request review of the challenged materials by an ad hoc materials review  
21 committee within **[insert number]** working days. The review committee is appointed by the  
22 principal and includes representatives from classroom teachers, one or more parents, and may  
23 include one or more students. The principal will inform the Director of Schools of the review  
24 committee's progress.  
25
- 26 7. The review committee shall take the following steps after receiving the challenged materials:  
27
  - 28 a. Read, view, or listen to the contested material in its entirety;
  - 29 b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - 30 c. Determine the extent to which the material supports the curriculum;
  - 31 d. Complete the appropriate Checklist for Reconsideration of Textbooks and Instructional  
32 Materials, judging the material for its strength and value; and
  - 33 e. Present recommendation to principal for further action and to the Director of Schools  
34 for purposes of information.  
35

- 1 8. If the complainant desires further action after receiving the recommendation of the committee  
2 and the decision of the principal, an appeal may be made to the Board.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

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Cross References

Instructional Standards 4.101  
Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801



# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Selection of Instructional Materials (Other than Textbooks)</b>	Descriptor Code: <b>4.402</b>	Issued Date: <b>01/25/18</b>
		Rescinds: <b>4.402</b>	Issued: <b>09/28/17</b>

1 The Board will seek to provide a wide range of instructional materials<sup>1</sup> on all levels of difficulty,  
 2 with diversity of appeal, and the presentation of different points of view and will provide  
 3 procedures for review and reconsideration of allegedly inappropriate instructional materials.

4 **OBJECTIVES OF SELECTION<sup>1</sup>**

5 In order to assure that instructional materials are an integral part of the educational program, the  
 6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the  
 8 students, taking into consideration their varied interests, abilities and learning styles;  
 9
- 10 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,  
 11 aesthetic values and ethical standards;  
 12
- 13 3. To provide a background of information which will enable students to make intelligent  
 14 judgments in their daily lives;  
 15
- 16 4. To provide materials on opposing sides of controversial issues so that the students may  
 17 develop under guidance the practice of critical analysis;  
 18
- 19 5. To provide materials which realistically represent our pluralistic society and reflect the  
 20 contributions made by these groups and individuals to our American heritage;  
 21
- 22 6. To place principles above personal opinion and reason above prejudice in the selection of  
 23 materials of the highest quality in order to ensure a comprehensive media collection  
 24 appropriate for all students.

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Legal References

1. TRR/MS 0520-01-03-.07(3)

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Cross References

- Controversial Materials 4.801

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **[insert title of employee]** shall be responsible for library collection development. Library materials  
3 shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the  
4 following criteria:

5 **[Note: The Board can include local standards.]**

- 6 1. Materials shall be suitable for and consistent with the educational mission of the school;  
7
- 8 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
9 them. The determining factor will be based on an assessment of any mature themes or content  
10 (i.e., violence, sexual content, vulgar language, substance abuse);  
11
- 12 3. Materials shall contain literary, historical, and/or artistic value and merit; and  
13
- 14 4. The collection as a whole shall offer a variety of viewpoints.

15 **[Insert title of employee]** shall be responsible for periodically reviewing the district's library collection  
16 in line with these established standards.

17 **COMPLAINTS**

18 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 19 1. Inform the complainant of the selection procedures and make no commitments.  
20
- 21 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.  
22
- 23 3. Inform the principal (and other appropriate personnel).  
24
- 25 4. Keep challenged materials available for use during the reconsideration process.  
26
- 27 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.  
28
- 29 6. The principal shall request review of the challenged materials by an ad hoc materials review  
30 committee within **[insert number]** days. The review committee is appointed by the principal  
31 and includes certified library media personnel, representatives from classroom teachers, one or

1 more parents, and may include one or more students. The principal will inform the Director of  
2 Schools of the review committee's progress.

- 3  
4 7. The review committee shall take the following steps after receiving the challenged materials:  
5  
6 a. Read, view, or listen to the contested material in its entirety;  
7 b. Check general acceptance of the material by reading recognized and evaluative reviews;  
8 c. Determine the extent to which the material is appropriate for the age and maturity levels  
9 of the students who have access to the materials and whether the material is suitable for,  
10 and consistent with, the educational mission of the school;  
11 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging  
12 the material for its strength and value; and  
13 e. Present a recommendation to the Director of Schools and the Board.  
14  
15 8. The Board shall review the recommendation presented by the review committee and make the  
16 determination whether the material is appropriate for the age and maturity levels of the students  
17 who have access to the materials and whether the material is suitable for, and consistent with,  
18 the educational mission of the school.  
19  
20 9. If it is determined that the material is not appropriate for the age and maturity levels of the  
21 students who have access to them or is not suitable for, and consistent with, the educational  
22 mission of the school, the Board shall require the school to remove the material from the library  
23 collection.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

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Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Reconsideration of Instructional Materials and Textbooks</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>01/25/18</b>
		Rescinds: <b>4.403</b>	Issued: <b>05/26/16</b>

1 The Board supports principles of intellectual freedom inherent in the First Amendment of the  
2 Constitution of the United States<sup>1</sup> and expressed in the Library Bill of Rights of the American Library  
3 Association.

4 Because opinions differ, there may be questions concerning some instructional and library materials  
5 despite the quality of the selection process. If a complaint is made, the following procedure is to be  
6 followed:

- 7 1. Inform the complainant of the selection procedures and make no commitments.  
8
- 9 2. Request the complainant to submit a formal “Request for Reconsideration of Instructional  
10 Materials”.  
11
- 12 3. Inform the principal and media specialist (and other appropriate personnel).  
13
- 14 4. Questioned materials (Including, but not limited to, textbooks, library books, and related  
15 instructional materials adopted by the Board of Education) shall remain in use during the  
16 reconsideration process, and will only be removed upon recommendation of the committee, the  
17 Director of Schools, and the Board of Education.  
18
- 19 5. Upon receipt of the completed form, the Director of Schools requests review of the questioned  
20 materials by an ad hoc materials review committee within fifteen (15) working days. The  
21 review committee is appointed by the Director of Schools, and includes a minimum of two  
22 teachers from different schools currently using the questioned materials, one other non-related  
23 content area teacher, one or more parents and may include one or more students.  
24
- 25 6. All meetings of the Review Committee shall be advertised and open to the public.  
26
- 27 7. The review committee shall take the following steps after receiving the questioned materials:  
28
  - 29 a. Read, view or listen to the questioned material in its entirety or in the case of a  
30 textbook, the questioned portion of the material.
  - 31
  - 32 b. Check general acceptance of the material by reading recognized and evaluative reviews;  
33
  - 34 c. Determine the extent to which the material supports the curriculum;  
35

- 1                   d. Complete the appropriate “Checklist for Reconsideration of Instructional Materials”
- 2                   judging the material for its strength and value; and
- 3
- 4                   e. Present recommendation to Director of Schools for further action. If the committee and
- 5                   the Superintendent of Schools recommend the questioned materials be removed, the
- 6                   Board of Education may uphold or overturn this action.
- 7
- 8                   8. If the complainant or the committee desires to appeal the decision of the Director of Schools an
- 9                   appeal may be made to the Board.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Parent and Family Engagement</b>	Descriptor Code: <b>4.502</b>	Issued Date: <b>01/25/18</b>
		Rescinds: <b>4.502</b>	Issued: <b>02/24/11</b>

1    **GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT**

2    The board is committed to increasing and ensuring the involvement of parents and other family members in the  
3    education of students.<sup>1</sup>

4    The board shall implement the following as required by federal or state laws or regulations:<sup>2</sup>

- 5        •    The school district shall annually work with parents in evaluating and potentially revising the provisions  
6        of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers  
7        to greater participation by parents (with particular attention to parents who are economically  
8        disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial  
9        or ethnic minority background).
- 10       •    The school district shall provide the coordination, technical assistance, and other necessary support to  
11       assist individual schools with planning and implementing parental involvement activities.
- 12       •    The school district shall involve parents with the development of required educational or improvement  
13       plans.
- 14       •    The school district shall coordinate and integrate parental involvement strategies with those associated  
15       with other federal or state programs.
- 16       •    The school district shall put into operation activities and procedures for the involvement of parents in all  
17       of its schools.<sup>1</sup> Those programs, activities, and procedures will be planned and operated with meaningful  
18       consultation with parents.
- 19       •    The school district shall ensure that activities and strategies are implemented to support this policy and  
20       included in the district plan.
- 21       •    The district improvement plan shall include strategies for parental participation in the district's schools,  
22       which are designed to improve parent and teacher cooperation in such areas as homework, attendance,  
23       discipline, and higher education opportunities for students.
- 24       •    The district plan shall include procedures to enable parents to learn about the course of study of their  
25       children and have access to all learning materials.
- 26       •    The district plan shall identify opportunities for parents to participate in and support classroom  
27       instruction in the school. Such opportunities include, but are not limited to, organizing fundraising  
28       activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the  
29       playground, offering after-school clubs, and recycling clothes.
- 30       •    If the school district's plan is not satisfactory to parents, the school district shall submit parental  
31       comments regarding the plan to the State Department of Education as required.

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

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

#### 4 **SCHOOL LEVEL POLICY**

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

#### 10 **SUPPORT FOR PROGRAM**

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

#### 14 **FAMILY-SCHOOL PARTNERSHIPS<sup>1</sup>**

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

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

25 Schools shall establish and develop programs and practices that enhance family engagement and address the  
26 specific needs of students and families. Decisions affecting students, schools, and established schools'  
27 procedures shall always be made within the parameters of legal and Board of Education policies. The  
28 programs and practices will be comprehensive and coordinated and will include the following goals: <sup>3</sup>

- 29 I. Assist families in developing skills and techniques to support their children's learning.
- 30
- 31 II. Promote clear, two-way communication between school and family about school issues,  
32 instructional programs, and children's progress.
- 33

34

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

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#### Legal References

1. [TCA 49-6-7001-7003](#)
2. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; SBOE Policy 4.207; TCA 49-2-305; 20 USCA § 6318
3. [State Board of Education-Parent/Family Involvement and Community Schools 4.207](#)



## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>01/24/19</b>
		Rescinds: <b>4.600</b>	Issued: <b>01/25/18</b>

1 The director of schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with board-adopted content standards for grades K-8.<sup>1</sup> The grading/assessment system shall  
4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes  
7 in grades K-3 according to state rules and regulations.<sup>2</sup>

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the board  
9 before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to students and  
10 parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

### 12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)**

13 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
16 Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
18 range:

- 19 • A (~~93-100~~) **90-100**
- 20 • B (~~85-92~~) **80-89**
- 21 • C (~~75-84~~) **70-79**
- 22 • D (~~70-74~~) **60-69**
- 23 • F (~~0-69~~) **0-59**

24 Letter grades transferred into the Cumberland County School System will be converted to  
25 numerical grades for figuring class rank and scholarship purposes. Each letter grade will be assigned a  
26 numerical grade that falls within the mid-point of the grade scale used in this system.

27 Transfer Scale: A+ = 100; A = ~~97~~ **95**; A- = ~~93~~ **90**; B+ = ~~92~~ **89**; B = ~~89~~ **85**; B- = ~~85~~ **80**; C+ = ~~84~~  
28 **79**; C = ~~79~~ **75**; C- = ~~75~~ **70**; D+ = ~~74~~ **69**; D = ~~72~~ **65**; D- = ~~70~~ **60**; F = ~~69~~ **59**

29 This grading system shall be uniform throughout the school system for each grade.

1 Advanced coursework grades will be weighted with additional percentage points to calculate the  
2 semester average. Depending on the course taken, the following percentage points will be assigned:

- 3 • Honors Courses – three (3) percentage points;
- 4 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment  
5 Courses – four (4) percentage points; and
- 6 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
7 International Baccalaureate Courses – five (5) percentage points.

8  
9 Beginning with the senior class of 2019-20

10

11 GPA calculations will be called **Lottery GPA** and **Local Weighted GPA**. The **Lottery GPA** will be  
12 based on a 4.0 scale. The **Local Weighted GPA** will be based on a **5.0 scale**. Teachers will continue  
13 to add additional points to the final grade of the course, and the following guidelines will be adhered  
14 to:

- 15 • One half (1/2) quality point shall be added to the numerical quality point value corresponding  
16 to the letter grade received for the honors course.<sup>6</sup>
- 17 • One (1) quality point shall be added to the numerical quality point value corresponding to the  
18 letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course,  
19 Dual Enrollment Course, or an Advanced Placement Course.<sup>6</sup>

20

21 Final Grade notification

22

- 23 • Honors courses – will receive three points added to their final grade
- 24 • Dual enrollment courses – students must be enrolled at Roane State Community College  
25 (RSCC) and/or Tennessee college of Applied Technology (TCAT) to receive four additional  
26 points to their final grade;
- 27 • Statewide dual credit courses - students enrolled in a statewide dual credit course must sit for  
28 the dual credit exam in order to receive four additional points on their final grade
- 29 • AP courses – In order to receive five additional points, students are required to take the  
30 corresponding AP exam;
- 31 • Industry Certifications – CTE courses that are aligned to an industry certification recognized by  
32 the Tennessee Department of Education will receive an additional four points if the student sits  
33 the industry certification exam.

#### 34 **LOTTERY SCHOLARSHIPS<sup>4</sup>**

35 Each school counselor shall provide incoming freshman with information on college core courses  
36 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
37 etc.) that must be met in order to receive a scholarship.

1 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
2 Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
3 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications  
4 in a timely manner.

5 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
6 students and impress upon them the benefits of making good grades.

#### 7 **LOTTERY SCHOLARSHIP DAY**

8 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
9 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.05(3), SBOE Policy 3.301
2. TCA 49-1-302(e)(2), (g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)
6. Tennessee State Board of Education Policy 3.301

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers  
7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of  
8 Retirement that no other qualified personnel are available to substitute teach.<sup>1</sup>

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
11 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
12 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>2</sup>

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area  
16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
21 Board for teachers with no experience filling similar positions or more than eighty-five percent  
22 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

**1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;  
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;  
9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the  
11 retired member can be reemployed for additional one (1) year periods;  
12
- 13 4. The retired member is not drawing disability retirement benefits; and  
14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that  
17 the retired member has the required experience and training for the position and that no other qualified  
18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
22 percent (5%) of the retired member's pay rate.

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**Legal References**

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

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**Cross References**

Application and Employment 5.106  
Substitute Teachers 5.701

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>10/28/21</b>
		Rescinds: <b>6.200</b>	Issued: <b>07/22/21</b>

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

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

5 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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

14 Student attendance records shall be given the same level of confidentiality as other student records. Only  
15 authorized school officials with legitimate educational purposes may have access to student information  
16 without the consent of the student or parent/guardian.<sup>3</sup>

17 Absences shall be classified as either excused or unexcused as determined by the principal or his/her  
18 designee.

19 Excused absences shall include:<sup>4</sup>

- 20 1. Personal illness/injury;
- 21 2. Illness of immediate family member;
- 22 3. Death in the family; funeral notice
- 23 4. Extreme weather conditions;
- 24 5. Religious observances;<sup>5</sup>
- 25 6. Pregnancy;
- 26 7. School-endorsed activities
- 27 8. Summons, subpoena, or court order; or
- 28 9. Circumstances which in the judgement of the principal create emergencies over which the student  
29 has no control.
- 30 10. Other absences as pre-approved by the principal, based on appropriate documentation at least 10  
31 (ten) school days prior to day(s) to be missed. This does not include personal family vacations.

1 11. If a student is exempt from final exams per Board policy, the absence on the day of the exam is  
2 excused.

3 12. Driver's license/permit appointments will be excused with proof of appointment.

4 Tardies including early dismissal for any reason other than the previously mentioned excuses will be  
5 considered unexcused.

6 The Principal shall be responsible for ensuring that:<sup>6</sup>

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

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

10 3. All student absences are verified;

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

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

### 13 **TRUANCY**

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

22 Students who are absent five (5) days without adequate excuse shall be reported to the Director of  
23 Schools/designee who will, in turn, provide written notice to the parents/guardians of the student's  
24 absence. If a parent/guardian does not provide documentation within adequate time excusing those  
25 absences, or request an attendance hearing, then the Director of Schools/designee shall implement Tier  
26 II of the progressive truancy plan described below prior to referral to juvenile court.

27 The Director of Schools/designee shall develop appropriate administrative procedures to implement this  
28 policy.

### 29 **Progressive Truancy Plan<sup>8</sup>**

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

33 1. After three (3) unexcused absences a student will be required to meet with a school attendance  
34 representative to discuss reasons for student absences.

35 2. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the  
36 student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

- 1 Tier II of the progressive truancy plan shall be implemented after the student accumulates four (4)  
2 unexcused absences, but before referral to juvenile court, and includes the following;
- 3 1. A conference with the student and the student's parent(s)/guardian(s);
  - 4
  - 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
6 and the Attendance Supervisor/designee. The contract shall include:
    - 7 a. A specific description of the school's attendance expectations for the student;
    - 8 b. The period for which the contract is effective; and
    - 9 c. Penalties for additional absences and alleged school offenses, including additional  
10 disciplinary action and potential referral to juvenile court.
  - 11 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
  - 12 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
13 has been absent from school. The employee may refer the student to counseling, community-  
14 based services, or other services to address the student's attendance problems.

15 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall  
16 consist of the following interventions:

- 17 1. After the 5<sup>th</sup> unexcused absence, the student will be referred to Truancy Court.
- 18 2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited  
19 to Juvenile Court
- 20 3. The Court will be provided a report of all interventions that have been provided to support this  
21 student.

22 The interventions shall address student's needs in an age appropriate manner. Finalized plans shall be  
23 approved by the Director of Schools/designee.

24 **Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

#### 25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

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

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



**1 RELEASED TIME COURSE <sup>10</sup>**

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

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

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

10 (IF THE BOARD WANTS TO ALLOW STUDENTS TO RECEIVE CREDIT FOR THESE  
11 COURSES-ADD THIS LANGUAGE) Upon submission of the student's transcript from the entity that  
12 provided the released time course, the student may be awarded on-half (1/2) unit of elective credit. The  
13 Director of Schools shall develop procedures with secular criteria for determining whether credit shall  
14 be awarded.

**15 MAKE-UP**

16 Students in grades K – 8 will be allowed to make up work.

17 High School students will be allowed to make-up work from all excused absences. Students are allowed  
18 to make up work from the first three unexcused absences per semester.

19 The following guidelines will be used to submit all make-up work:

- 20 1) 1 day absent, students will have 3 school days to make up work;
- 21 2) 2 consecutive days absent, students will have 4 days to make up work;
- 22 3) 3 consecutive days absent, students will have 5 school days to make up work.

23 (The number of consecutive days missed +2 will equal the total number of days students are allowed to  
24 submit make-up work.)

25 Extenuating circumstances may be appealed to the building principal.

**26 EXAM EXEMPTIONS**

27 "A" average and a maximum of 3 days excused absence

28 "B" average and a maximum of 2 days excused absence

29 "C" average and a maximum of 1 day excused absence

30 Students with any unexcused absences are ineligible for exam exemptions.

31 All students who obtain four (4) or more unexcused tardies in any class will be required to take the  
32 semester exam regardless of grade average or days absent. Students who are suspended from school or  
33 who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

## 1 STATE-MANDATED ASSESSMENT

2 Students who are absent the day of the scheduled End of Course Exams (EOC) shall present a signed  
3 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive  
4 an excused absence. Students who have excused absences will be allowed to take a make-up exam.  
5 Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

8 Extenuating circumstances may be appealed to the building principal.

## 9 CREDIT/PROMOTION DENIAL

10 Credit/promotion denial determinations may include student attendance, however, student attendance  
11 may not be the sole criterium.<sup>10-11</sup> If attendance is a factor, prior to credit/promotional denial, the  
12 following shall occur:

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

## 16 DRIVER'S LICENSE REVOCATION<sup>2</sup>

17 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any  
18 semester ~~or fails to maintain satisfactory academic progress~~ shall be ineligible to retain a driver's  
19 permit or license.

20 ~~In order to qualify for reclaiming a driver's permit or license, the student shall return to school and  
21 make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a  
22 subsequent grading period or become eighteen (18) years of age.~~

## 23 ATTENDANCE HEARING<sup>10, 12</sup>

24 Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion  
25 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the  
26 principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be  
27 provided written or actual notice of the appeal hearing and shall be given the opportunity to address the  
28 committee.

29 An attendance committee appointed by the principal will conduct a hearing to determine if any  
30 extenuating circumstances exist or to determine if the student has met attendance requirements that  
31 will allow him/her to pass the course or be promoted. Upon notification of the attendance committee  
32 decision, the principal shall send written notification to the Director of Schools/designee and the  
33 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.  
34 The notification shall advise parents/guardians of their right to appeal such action within two (2)  
35 school days to the Director of Schools/designee.

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

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Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c) **Public Acts of 2022, Chapter No. 878**
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; **Public Acts of 2021, Chapter No. 223**
9. **TCA 49-2-203(b) (7); 49-6-3022-3002(b)**
10. TCA 49-2-130 TCA 49-6-3002(b)
11. **TCA 49-2-203 (b) (7); TCA 49-6-3002(b)**  
TRR/MS 0520-01-02-.17(7)
12. **TRR/MS 0520-01-02-.17(7)**

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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

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

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Students residing outside the boundaries of the school district may attend schools within the school  
2 district under the following conditions:

- 3 1. They shall be approved by the Director of Schools.<sup>1</sup>
- 4 2. They shall pay a tuition fee established annually by the Board. Annual tuition may not exceed  
5 per student, per annum, an amount equal to the amount of local funds actually used for school  
6 purposes by the school district per student during the preceding school year minus any funds  
7 received from the student's resident district. Tuition for out-of-state students shall be charged at  
8 the same rate as the average cost per student (state and local funds) in the district attended.<sup>2</sup>
- 9 3. Non-resident students shall make application at least \_\_\_\_\_ **[insert number of days/weeks]**  
10 prior to the first day of school.<sup>3</sup> The Director of Schools/designee shall provide non-resident  
11 students notice of eligibility for re-enrollment by the end of the school year.
- 12 4. Requests from students from adjoining states to attend school shall be considered on a case-by-  
13 case basis.<sup>4</sup>
- 14 5. Students who become residents of the school district shall be refunded any unused portion of the  
15 tuition on a pro-rata basis.
- 16 6. When payment is not made on all or any part of the required tuition for a previous year, the  
17 student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- 18 7. If an employee of this school district has a residence outside the school district, his/her  
19 children may be allowed to attend if the appropriate tuition requirements are met.<sup>5</sup> **[Note: This  
20 is discretionary. Districts can choose to waive tuition.]**

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Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f); Public Acts of 2022, Chapter No. 709
3. TCA 49-6-3105
4. TCA 49-6-3108; TCA 49-6-403(f)
5. TCA 49-6-3113; TCA 49-6-3103; Public Acts of 2022, Chapter No. 709

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Cross References

Revenues 2.400  
Students from Military Families 6.506

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Attendance of Non-Resident Students</h2>	Descriptor Code: <b>6.204</b>	Issued Date: <b>05/25/17</b>
		Rescinds: <b>6.204</b>	Issued: <b>05/06/04</b>

1 Students that are not residents of Cumberland County may attend Cumberland County Schools and  
 2 receive education services under the conditions outlined below. In addition, requests for attendance will  
 3 only be considered from counties with reciprocal agreements to accept Cumberland County students in  
 4 their school systems.

5       1. Parents or guardians must submit requests for attendance in writing for approvable by the  
 6 Board of Education upon the recommendation of the director of schools.<sup>1</sup> Both the “Out of  
 7 County Resident Application to Attend Cumberland County Schools” and the “Request for  
 8 Out of Zone School” forms must be completed and initially submitted to the Cumberland  
 9 County requested school. Guardians must provide court-approved documentation  
 10 identifying them with their responsibility for the education and care of the child.

11       2. Requests to attend Cumberland County Schools will be approved or denied based on  
 12 available space of the requested school, the student’s attendance record, and the student’s  
 13 discipline history.

14       3. Parents/Guardians must pay a tuition fee, for each child, established annually by the Board.  
 15 Tuition may not exceed per student, expenditure realized in the preceding school year  
 16 minus any funds received from the state or from the student's resident system.<sup>2</sup>

17       4. Non-resident students must make application at least two weeks prior to the first day of  
 18 school.<sup>3</sup> Request for transfers at other times will be approved only by joint agreement  
 19 between respective Boards and when the transfer is in the best interest of the student.  
 20 Application forms will be provided to the parent/guardian by the Cumberland County  
 21 director of schools.

22       5. When accepted at a specific school, future enrollment will be reviewed, by the principal and  
 23 director of schools, on an annual basis to approve or deny continued enrollment.  
 24 Parents/Guardians will be required to reapply on an annual basis, and subsequent year  
 25 attendance may be terminated when it adversely impacts the school population or class  
 26 structure.

27       6. Students who become residents of Cumberland County will be refunded any unused portion  
 28 of the tuition on a pro-rata basis.

29       7. When payment is not made on all or any part of the required tuition for a previous year, the

1 student(s) shall be excluded from future attendance until all prior and current tuition is  
2 paid.

3 Students requiring services that are in addition to the regular education program at the time of  
4 application for attendance or when such services are required following application may attend or  
5 continue attendance only under the following additional conditions:

- 6 a. The Board of Education for the resident system must agree to assume the cost of any current  
7 or future additional services for the applicant student while attending Cumberland County  
8 schools.
- 9 b. Parent/Guardian is responsible for obtaining this agreement from the resident system.  
10 Agreement will be a part of the initial attendance application.
- 11 c. Without this agreement, attendance in Cumberland County Schools will not be approved  
12 nor continued.

13 This policy does not circumvent nor replace the attendance regulations regarding non-resident  
14 students with disciplinary, drug, or weapons offenses in other school systems.

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Legal References

1. TCA 49-6-3104;  
TRR/MS 0520-01-03-.03(11)(f)—(i)
2. TCA 49-6-3003; TCA 49-6-403(f)
3. TCA 49-6-3105

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>08/26/21</b>
		Rescinds: <b>6.300</b>	Issued: <b>02/27/20</b>

1 The board delegates to the Director of Schools the responsibility of developing specific codes of  
2 behavior and discipline, which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students  
3 in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out,  
4 1(one) minute for each year of the student's age. Exclusionary discipline shall only be used as a  
5 measure of last resort.<sup>2</sup> The development of each code shall involve principals and faculty members of  
6 each level and shall be based on evidence-based behavior supports and interventions.<sup>3</sup>

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
8 protect all members of the educational community in the exercise of their rights and duties to maintain  
9 a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors  
10 apply to student conduct on school buses, on school property, and while students are on school  
11 sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure  
12 that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
16 allowed in school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: RTI<sup>2</sup>B, multi-tiered system of supports, or behavior intervention  
26 plans. Principals shall use appropriate discipline management techniques when enforcing the code of  
27 conduct.

## 28 **MISBEHAVIORS: Level I**

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
30 procedures or interferes with the orderly operation of the school, but which can usually be handled by  
31 an individual staff member.

32 *Examples* (not an exclusive listing):



- 1 • Classroom disturbances
- 2 • School or class tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Non-defiant failure to do assignments or carry out directions
- 6 • Wearing while on the grounds of a public school during the regular school day, clothing
- 7 that exposes underwear or body parts in an indecent manner that disrupts the learning
- 8 environment<sup>6</sup>
- 9 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 10 Cyber-bullying, and/or Hazing)

11 *Disciplinary Procedures:*

- 12 • Immediate intervention by the staff member.
- 13 • Determine what offense was committed and its severity.
- 14 • Determine offender and that he/she understands the nature of the offense.
- 15 • Employ appropriate disciplinary options.
- 16 • Record of the offense and disciplinary action maintained by staff member.

17 *Disciplinary Options:*

- 18 • Verbal reprimand
- 19 • Special assignment
- 20 • Restricting activities
- 21 • Assigning work details
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits which might affect citizenship or department grades
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension
- 29 • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

30 **MISBEHAVIORS: Level II**

31 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.  
 32 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of  
 33 others but whose educational consequences are serious enough to require corrective action on the part  
 34 of administrative personnel.

35 *Examples* (not an exclusive listing):

- 36 • Continuation of unmodified Level I behaviors
- 37 • School or class tardiness
- 38 • Using forged notes or excuses

- 1                   • Disruptive classroom behavior

2                   *Disciplinary Procedures:*

- 3                   • Student is referred to principal for appropriate disciplinary action.  
 4                   • Principal meets with student and teacher.  
 5                   • Principal hears accusation made by teacher, permits student the opportunity of  
 6                   explaining his/her conduct.  
 7                   • Principal takes appropriate disciplinary action and notifies teacher of action.  
 8                   • Record of offense and disciplinary action maintained by principal.

9                   *Disciplinary Options:*

- 10                  • Teacher/schedule change  
 11                  • Modified probation  
 12                  • Behavior modification  
 13                  • Social probation  
 14                  • Peer counseling  
 15                  • ~~Referral to outside agency~~  
 16                  • In-school suspension  
 17                  • Transfer  
 18                  • Detention  
 19                  • Corporal punishment  
 20                  • Suspension from school-sponsored activities or from riding school bus  
 21                  • Out-of-school suspension (not to exceed ten (10) days).  
 22                  • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans  
 23

24                  **MISBEHAVIORS: Level III**

25                  Acts directly against persons or property but whose consequences do not seriously endanger the health  
 26                  or safety of others in the school.

27                  *Examples (not an exclusive listing):*

- 28                  • Continuation of unmodified Level I and II behaviors  
 29                  • Fighting (simple)  
 30                  • Vandalism (minor)  
 31                  • Use, possession, sale, and/or distribution of tobacco, ~~drugs~~, and/or alcohol  
 32                  • ~~Use, possession, sale or distribution of drug paraphernalia~~  
 33                  • ~~Use, sale, distribution and/or being under the influence of drugs~~  
 34                  • Stealing  
 35                  • Threats to others  
 36                  • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
 37                  Cyber-bullying, and or Hazing)

1            *Disciplinary Procedures:*

- 2            • Student is referred to principal for appropriate disciplinary action.
- 3            • Principal meets with student and teacher.
- 4            • Principal hears accusation and allows the student the opportunity to explain his/her
- 5            conduct.
- 6            • Principal takes appropriate disciplinary action and notifies the staff member of the
- 7            action.
- 8            • Principal may refer incident to director of schools and make recommendations for
- 9            consequences.
- 10          • If student's program is to be changed, adequate notice shall be given to the student and
- 11          his/her parents/guardian(s) of the charges against him, his/her right to appear at a
- 12          hearing and to be represented by a person of his/her choosing.
- 13          • Any change in school assignment is appealable to the Board.
- 14          • Record of offense and disciplinary action maintained by principal or Director of
- 15          Schools.

16          *Disciplinary Options:*

- 17          • In-school suspension
- 18          • Detention
- 19          • Corporal punishment
- 20          • Restitution from loss, damage or stolen property
- 21          • Out-of-school suspension not to exceed ten (10) days
- 22          • Social adjustment classes
- 23          • Transfer
- 24          • ~~Expulsion~~ [Alternative School](#)
- 25          • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

26          **MISBEHAVIORS: Level IV**

27          Acts which result in violence to another's person or property or which pose a threat to the safety of

28          others in the school. These acts are so serious that they usually require administrative actions which

29          result in the immediate removal of the student from the school, the intervention of law enforcement

30          authorities and/or action by the Board.

31          If a student's action poses a threat to the safety of others in the school, a teacher, principal, school

32          employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or

33          death to another person.<sup>7</sup>

34          *Examples (not an exclusive listing):*

- 35          • Unmodified Level I, II and III behaviors
- 36          • Death threat (hit list)
- 37          • Extortion
- 38          • Bomb threat

- 1 • Possession/use/transfer of dangerous weapons \*
- 2 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 3 employee of the school, or a school resource officer\*
- 4 • Aggravated Assault \*
- 5 • Vandalism
- 6 • Theft/possession/sale of stolen property
- 7 • Arson
- 8 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 9 substance analogue, or legend drug)\*
- 10 ~~• Use/transfer of unauthorized substances~~
- 11 • Use, possession, sale or distribution of drug paraphernalia
- 12 • Use, sale, distribution and/or being under the influence of drugs
- 13 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 14 Cyber-bullying, and/or Hazing)
- 15 • Electronic threat to cause bodily injury or death to another student or school employee\*
- 16 • Unauthorized possession of a firearm\*

17 *Disciplinary Procedures:*

- 18 • Principal confers with appropriate staff members and with the student.
- 19 • Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 20 • Parents/guardians are notified.
- 21 • Law enforcement officials are contacted.
- 22 • Incident is reported and recommendations made to the Director of Schools.
- 23 • The principal notifies the staff members of the resolution.
- 24 • If the student's placement is to be changed, adequate notice of the charges shall be
- 25 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 26 disciplinary hearing.

27 *Disciplinary Options*

- 28 • Expulsion
- 29 • Alternative schools
- 30 ~~• Other hearing authority or Board action which results in appropriate placement~~
- 31 • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

32 \*Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the  
33 Director of Schools on a case-by-case basis.

34 **ADDITIONAL GUIDELINES:**

- 35 • A student shall not be suspended solely because charges are pending against him/her in
- 36 juvenile or other court.
- 37 • A principal shall not impose successive short term suspensions that cumulatively
- 38 exceed ten (10) days for the same offense.<sup>3</sup>

- 1                   • A teacher or other school official shall not reduce or authorize the reduction of a  
2 student's grade because of discipline problems except in deportment or citizenship.  
3                   • A student shall not be denied the passing of a course or grade promotion solely on the  
4 basis of absences except as provided by board policy.  
5                   • A student shall not be denied the passing of a course or grade promotion solely on the  
6 basis of failure to:  
7                   ○ pay any activity fee;  
8                   ○ pay a library or other school fine; or  
9                   ○ make restitution for lost or damaged school property.

\* Zero tolerance offences

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Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

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Cross References

Traffic and Parking Controls 3.403  
 Procedural Due Process 6.302  
 Student Discrimination, Harassment, Bullying,  
 Cyber-bullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041  
 Interference/Disruption of School Activities 6.306  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date: <b>12/05/02</b>
		Rescinds: <b>6.307</b>	Issued: <b>01/06/98</b>

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a  
2 “Drug Free” community, the Board’s plan for dealing with alcohol and drugs<sup>1</sup> shall include the  
3 following:

- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered  
7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug  
9 service providers, law enforcement agencies and judicial officials.

10 Through the use of state guidelines the director of schools shall be responsible for:

- 11 1. Developing and implementing an appropriate curriculum on alcohol and drug education for  
12 students;
- 13 2. Providing adequate information and training for all staff personnel as appropriate to their  
14 responsibilities;
- 15 3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> ;
- 16 4. Developing administrative rules and guidelines for the school system to effectively respond to  
17 alcohol and drug situations that may occur at school or school-sponsored events; and
- 18 5. Providing notification to parents and students that compliance with this policy is mandatory.

19 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or  
20 alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or  
21 at any school-sponsored activity, function or event whether on or off school grounds. This includes but  
22 is not limited to abuse of inhalants and prescription drugs.<sup>3</sup>

23 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this  
24 policy. Such sanctions will be consistent with local, state and federal laws, up to and including  
25 suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation  
26 program may also be recommended.

27  
28 [School disciplinary sanctions will be imposed on student who consume, possess, use, sell, distribute or  
29 are under the influence of any non-prescribed drug or intoxicating substance. Such substances may  
30 include but are not limited to THC, HHC, or any type of intoxicating substance. Violation of this policy  
31 may include suspension for up to one calendar year.](#)  
32

- 1 Information about drug and alcohol counseling and rehabilitation programs will be made available
- 2 through the school office.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(d)
2. 20 USCA § 7116; 34 CFR § 86.200
3. TCA 39-17-417; TCA 39-17-715

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Cross References:

Drug-Free Workplace 1.804  
Zero Tolerance Offenses 6.309  
Suspension/Expulsion/Remand 6.316

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Extracurricular Activity Drug Testing</b>	Descriptor Code: <b>6.3071</b>	Issued Date: <b>02/23/12</b>
		Rescinds:	Issued:

1 Participation in extracurricular activities is a privilege and not a right. Students in grades 7- 12 taking  
2 part in these activities will be subject to random drug testing.

3 In order to create a drug-free educational and athletic environment and to limit the potential liability for  
4 the schools as a result of injury or health problems arising from substance abuse, the Board authorized  
5 drug testing for students who participate in extracurricular activities.

6 Randomly, throughout the school year, mandatory substance screening will be required for students in  
7 grades 7-12 who desire to participate in extracurricular activities. The drug testing program is ~~not~~  
8 ~~punitive, but~~ is designed to create a safe, drug-free environment for students involved in extracurricular  
9 activities and assist them in getting help when needed.

## 10 DEFINITION OF TERMS

11 **Extracurricular** is defined as — voluntary; not falling within the scope of regular curriculum and  
12 carrying no academic credit. This includes all Cumberland County Schools' athletes, cheerleaders, band  
13 members, club members, student council members, etc.

14 **Drugs** — Any substance, including alcohol, considered illegal or controlled by the Food and Drug  
15 Administration. Substance abuse may, according to medical research, lead to serious health  
16 complications.

17 **Calendar Year** — 365 days from date of positive test result

## 18 RANDOM DRUG TESTING

19 All students who participate in extracurricular activities shall be subject to random drug testing. All  
20 parents/guardians of students who participate in extracurricular activities and the student who voluntarily  
21 participates in extracurricular activities shall be required to sign a written consent for random drug testing  
22 prior to participation. All signatures must be witnessed by a designated school official and must comply  
23 with consent requirements as stated on the consent form. A student who participates in extracurricular  
24 activities will not be allowed to participate in any extracurricular activity until the Random Drug Testing  
25 Consent Form is signed. The principal may allow a custodial parent/guardian to give permission for  
26 testing, if after reasonable attempts, the other parent/guardian is verified to be unavailable to sign the  
27 permission form. **If a student who participates in extracurricular activities refuses to be tested at  
28 anytime, he/she will be suspended from extracurricular activities for one calendar year.**



1 Random tests shall be unannounced. The cost of the random screening shall be the responsibility of the  
2 Board.

### 3 **RANDOM TEST PROCEDURE**

4 Random drug testing will be conducted not less than two (2) times at various intervals during the calendar  
5 year in grades 7-12.

6 Selection of students, who participate in extracurricular activities, for random testing shall be conducted  
7 in the following manner:

8 The student number of each student who participates in extracurricular activities shall be placed in a  
9 "pool" from which a blind draw will be held. The notification of those students who participate in  
10 extracurricular activities, whose numbers were drawn for testing, will be made in person by a school  
11 administrator/designee. Those selected for testing will be notified immediately and tested the same day.

### 12 **TESTING PROCEDURES**

13 Tests will be performed by a certified independent laboratory. Tests for any illegal drug or controlled  
14 substance may be included.

15 Specimens will be collected in a manner to ensure student privacy to the greatest extent possible while  
16 maintaining the integrity of the testing.

17 The school system shall follow strict procedures regarding the chain of custody and access to the test  
18 results. The Medical Review Officer (MRO) of the collection facility will contact a person designated  
19 by the director of schools, who will contact parents of a minor student for medication verification. If the  
20 student is eighteen (18) years of age, the designee may contact him/her directly. A positive or negative  
21 test will then be reported directly to the director of schools. Only the director of schools, the school  
22 administration and the collection facility shall have access to test results. The results will be kept until  
23 the student graduates. Should the student leave Cumberland County Schools, the records will be kept  
24 until the student's projected date of graduation. All records shall be maintained in a secure location with  
25 controlled access.

### 26 **PENALTIES**

27 If a student tests positive, the following action will be taken:

#### 28 **First Offense**

29

30 1. Notify the parent/ guardian.

31

32 2. The principal will conduct a due process hearing with the parent/guardian and the student.

33

34 3. ~~The student will be given the option of:~~ The student is suspended form extracurricular  
35 participation and will be given the option of:

- 1  
2 a. Accepting a referral for participation in an assistance program and taking a drug test, which  
3 may be weekly for up to six weeks, as determined by the MRO/family physician. This shall  
4 be at the expense of the parent or guardian. If the student continues to test positive beyond  
5 the retention time, or at the end of the six weeks time period, it will be considered his/her  
6 second offense. *If the student tests negative beyond the retention time, the student may return  
7 to normal extracurricular activity participation.*

8 OR

- 9 b. Suspension from participating in extracurricular activities for one calendar year from date of  
10 first positive test result.

11 **Second Offense**

- 12 1. Notify parent or guardian; notification of split specimen testing at the parents' expense.  
13  
14 2. The principal will conduct a due process hearing with the parent/guardian and the student.  
15  
16 3. Participate in an assistance program and taking a drug test, which may be weekly for up to six  
17 weeks, as determined by the MRO/family physician. This shall be at the expense of the parent or  
18 guardian. If the student continues to test positive beyond the retention time, or at the end of the  
19 six weeks time period, it will be considered his/her third offense.  
20  
21 4. The student will be referred to the juvenile court system.  
22  
23 5. The student is suspended from participating in extracurricular activities for one calendar year.

24 **Third Offense**

- 25 1. Notify parent or guardian; notification of split specimen testing at the parents' expense.  
26  
27 2. A due process hearing will be conducted by the principal with the parent/guardian and the  
28 student.  
29  
30 3. The student will be referred to the juvenile court system.  
31  
32 4. The student is suspended from participating in extracurricular activities for the remainder of  
33 his/her attendance in Cumberland County Schools.

34 \*All penalties remain applicable while student is in attendance, regardless of withdrawal and re-  
35 admittance into Cumberland County Schools.

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>02/25/21</b>
		Rescinds: <b>6.405</b>	Issued: <b>04/26/18</b>

1 If a student is required to take non-prescription or prescription medication during school hours and the  
2 parent/guardian cannot be at school to administer the medication, only the principal/designee will assist  
3 in self-administration of the medication if the student is competent to self-administer medicine with  
4 assistance and in compliance with the following guidelines.<sup>1</sup>

5 [The parent/guardian must provide a written medication order on the Medication Authorization Form](#)  
6 [from a licensed health care provider with a signed parent consent for use when prescription drugs,](#)  
7 [inhalants, over-the-counter drugs, eye drops, creams and ointments are to be administered at school or](#)  
8 [during a school field trip. The district reserves the right to clarify and verify medication orders directly](#)  
9 [with the health care provider.](#)

10 Written instructions signed by the parent/guardian are required and will include:

- 11 1. Child's name;
- 12 2. Name of Medication;
- 13 3. Name of Physician;
- 14 4. Time to be self-administered;
- 15 5. Dosage and directions for self-administration (non-prescription medicines must have label  
16 directions);
- 17 6. Possible side effects, if known; and
- 18 7. Termination date for self-administration of the medication.

19 The administrator/designee will:

- 20 1. Inform appropriate school personnel of the medication to be self-administered;
- 21 2. Keep written instructions from parent/guardian in student's record;
- 22 3. Keep an accurate record of the self-administration of the medication as reported;
- 23 4. Keep all medication in a locked cabinet except medication retained by a student per physician's  
24 order;
- 25 5. Return unused prescription to the parent/guardian only; and
- 26 6. Ensure that all guidelines developed by the Department of Health and the Department of  
27 Education are followed.

28 The parent/guardian is responsible for informing the designated official of any change in the student's  
29 health or change in medication.

30 A copy of this policy shall be ~~provided~~ [made available](#) to a parent/guardian upon receipt of a request for  
31 long-term administration of medication.

1 The medication shall be delivered to the ~~principal's~~ nurse's clinic or front office in person by the  
2 parent/guardian of the student unless the medication must be retained by the student for immediate self-  
3 administration. The parent/guardian must provide a current professionally labeled bottle from a  
4 pharmacist for prescription drugs. Over-the-counter medications (includes lotions, salves, ointments,  
5 ibuprofen, Tylenol) must be unopened with the student's full name written on the bottle or box. All  
6 CAM's-Complimentary and Alternative Medications shall be prescribed by a licensed prescriber on an  
7 individual basis as determined by the child's health status. All medications, including over-the-counter  
8 medication must be supplied by the parents/guardians in original containers.

## 9 **BLOOD GLUCOSE SELF-CHECKS<sup>2</sup>**

10 Upon written request of a parent/guardian, and if included in the student's medical management plan  
11 and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a  
12 blood glucose check or administer insulin using any necessary diabetes monitoring and treatment  
13 supplies, including sharps. The student shall be permitted to perform the testing in any area of the school  
14 or school grounds at any time necessary.

15 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
16 such sharps are appropriate.

17 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
18 Occupational Safety and Health Administration (TOSHA).<sup>3</sup>

## 19 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>4</sup>**

20 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage  
21 their prescribed medication in a manner directed by a licensed healthcare provider without additional  
22 assistance or direction. The Director of Schools shall maintain procedures for the development of an  
23 IHP for every student who wishes to self-administer medications.

## 24 **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>5</sup>**

25 The parent/guardian of a student with adrenal insufficiency shall notify the school district of the student's  
26 diagnosis. Once notified, the district shall observe the following procedure:

- 27 1. The district shall train school personnel who will be responsible for administering the medication  
28 for the treatment for adrenal insufficiency and any who volunteer to administer the medication.
- 29 2. The district shall maintain a record of all school personnel who have completed this training; and
- 30 3. If a student has an adrenal crisis, a school nurse or other licensed health care professional may  
31 administer the prescribed medication to the student. If a school nurse or other licensed health  
32 care professional is not immediately available, trained school personnel may administer the  
33 prescribed medication.

34 The Director of Schools shall develop procedures on the administration of medications that treat adrenal  
35 insufficiency, including the treatment of an adrenal crisis while on school transportation and during  
36 activities such as field trips, and recordkeeping in accordance with state law.

37

## 1 **STUDENTS WITH ASTHMA**

2 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma reliever  
3 inhalers if the parent/guardian provides a written statement.

4 Written statement from the prescribing health practitioner that the student has asthma and has been  
5 instructed in self administration **as well as student will be able to demonstrate proficiency.**

## 6 **STUDENTS WITH SEIZURES AND DIABETES<sup>6</sup>**

7 School personnel, who volunteer, under no duress or pressure and have been properly trained by a  
8 Registered Nurse, are permitted to administer glycemic agents and anti-seizure medication in emergency  
9 situations to a student based on physician's orders and/or the student's Individual Health Plan. If the  
10 school nurse is on site, the nurse shall provide the service to the student.

11 The school nurse shall be responsible for updating and maintaining each Individual Health Plan. There  
12 must be a parent/guardian signature on file giving permission prior to any trained school personnel  
13 administering glycemic agent and anti-seizure to that parent/guardian's child. The decision as to whether  
14 said personnel shall receive the prerequisite training, however, shall rest with the Cumberland County  
15 School District.

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### Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205 TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-12; State Board of Education Policy 4.205
6. TCA 49-50-1602 (b), (g)

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### Cross References

Emergency Allergy Response Plan 6.412  
Promoting Student Welfare 6.400

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>10/22/20</b>
		Rescinds: <b>6.409</b>	Issued: <b>12/05/19</b>

## 1 General

2

3 The Director of Schools shall;<sup>1</sup>

- 4 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 5 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all necessary resources;
- 8 4. Ensure that all **school personnel employees working directly with students** annually complete
- 9 the child abuse training program required by state law.<sup>2</sup>

10 The Coordinator shall assist any employee with appropriately reporting and responding to instances of

11 child abuse or child sexual abuse.

## 12 REPORTING

13 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel

14 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed

15 immediately with the Coordinator, the Department of Children's Services (DCS), and law

16 enforcement.<sup>4</sup> **When alleged abuse involves someone employed by, previously employed by, or**

17 **otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement**

18 **prior to notifying the Coordinator.**<sup>5</sup>

19 The report shall include to the extent known by the reporter:<sup>5</sup><sup>6</sup>

- 20 1. The name, address, telephone number and age of the child;
- 21 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 22 3. The nature and extent of the abuse or neglect; and
- 23 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 24 abuse or neglect.
- 25

26 The Director of Schools/designee shall develop reporting procedures, including sample indicators of

27 abuse and neglect, and shall disseminate the procedures to all school personnel.

## 28 CONFIDENTIALITY

29 District employees shall keep all information regarding any child abuse confidential in accordance

30 with state law.

## 1 INVESTIGATIONS

2 School administrators and employees have a duty to cooperate, provide assistance and information in  
 3 child abuse investigations<sup>6 7</sup> including permitting Department of Children’s Services child abuse review  
 4 teams to conduct interviews while the child is at school. The principal may control the time, place and  
 5 circumstances of the interview, but may not insist that a school employee be present even if the  
 6 suspected abuser is a school employee or another student. The principal is not in violation of any laws  
 7 by failing to inform parent(s) /guardian(s) that the child is to be interviewed even if the suspected  
 8 abuser is not a member of the child’s household.<sup>7 8</sup>

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### Legal References

1. ~~H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly (2020);~~  
TCA 49-6-1601
2. TCA 37-1-408 **Public Acts, Chapter No.841**
3. TCA 37-1-403(a)(1) TCA 37-1-412; TCA 37-1-602;  
TCA 37-1-605(a)(4)
4. TCA 37-1- 403(a)(2) ~~H.B. 2461, 111<sup>th</sup> Tenn. Gen.~~  
~~Assembly (2020);~~ TCA 49-6-1601
5. ~~TCA 37-1-403(b);~~ **Public Acts of 2022, Chapter No.**  
**781**
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
 Staff-Student Relations 5.610  
 Interrogations and Searches 6.303  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041  
**Promoting Student Welfare 6.400**