

Policy Committee Meeting

July 12, 2021 5:30 PM

MCBOE

1. Call to Order

Andy Woodard

2. Changes Due to Law

1. 4.605 Graduation Requirements/Activities

2. 6.020 Home Schools

3. 6.319 Alternative School Programs

4. 6.402 Physical Examinations and Immunizations

3. Clean Ups

1. 1.403 Agendas

2. 2.400 Revenues

3. 4.602 Class Ranking

4. 5.201 Separation Practices for Non-Tenured Teachers

5. 6.200 Attendance

6. 6.201 Compulsory Attendance Ages

7. 6.205 Student Assignment and Transfers Within the System

4. Discussion: Quarantining during SY2021-2022

5. Adjourn

Andy Woodard

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements/ Activities	Descriptor Code: 4.605	Issued Date: 07/12/21
		Rescinds: 4.605	Issued: 11/09/20

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and such record shall be kept
3 on file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
6 thus providing for more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Before high school graduation, every student shall¹ [1] achieve 26 units of credit, [2] take the required
11 end-of-course exams⁴, [3] have satisfactory records of attendance and conduct, [4] take the ACT or SAT
12 prior to graduation², and [5] pass a United States civics test.³

13 **SPECIAL EDUCATION STUDENTS⁴**

14 Special education students who earn the prescribed twenty-six (26) credit minimum shall be awarded a
15 regular high school diploma.

16 *Special Education Diploma*

17 A special education diploma shall be awarded to students who have not met the requirements for a regular
18 high school diploma,⁵ but have:

- 19 1. Completed four (4) years of high school;
- 20 2. Made satisfactory progress on their IEP; and
- 21 3. Maintained satisfactory records of attendance and conduct.

22 *Occupational Diploma*

23 Special education students who do not meet the requirements for a regular high school diploma may be
24 awarded an occupational diploma if the student has:^{1,4}

- 25 1. Completed at least four (4) years of high school;
 - 26 2. Made satisfactory progress on their IEP;
 - 27 3. Maintained satisfactory records of attendance and conduct;
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- 1 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 2 (SKEMA); and
- 3 5. Has two (2) years of paid or non-paid work experience.

4 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
5 year or two (2) academic years prior to the expected graduation date.

6 Students who have received a special education diploma or an occupational diploma shall continue to
7 make progress towards a regular high school diploma until the end of the school year in which they turn
8 twenty-two (22) years old.

9 *Alternate Academic Diploma*

10 ~~Beginning with the 2018-2019 school year,~~ Special education students who do not meet the requirements
11 for a regular high school diploma may be awarded an alternate academic diploma if the student has:⁴

- 12 1. Completed at least four (4) years of high school;
- 13 2. Participated in the high school alternate assessments;
- 14 3. Earned the prescribed 22 credit minimum;
- 15 4. Made satisfactory progress on their IEP;
- 16 5. Maintained satisfactory records of attendance and conduct; and
- 17 6. Completed a transition assessment that measures postsecondary education and training,
18 employment, independent living, and community involvement.

19 **STUDENT LOAD**

20 All fulltime students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the Director of Schools and then to the Board.⁶

23 **GRADUATION ACTIVITIES**

24 Students who have met all graduation requirements on the day of graduation may participate in
25 graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to
26 the Director prior to graduation activities.

27 Students and parents of graduating seniors must be notified one week prior to the graduation date if the
28 student has not met all graduation requirements.

29 Students are expected to participate in all graduation activities. Graduation apparel shall be determined
30 by the administration of each school and shall be the personal expense of each student, except for
31 students who are eligible to receive free or reduced price lunches.⁸ In such cases, the school shall assume
32 responsibility for payment of the cap and gown. All other graduation expenses shall be the responsibility
33 of the student.

34 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and
35 other interested citizens.⁹

1 Students for whom extenuating circumstances make it impossible to participate in graduation activities
2 should make their intentions known to the school principal at least ten (10) days prior to the date of
3 graduation. Students who cannot attend graduation because of their involvement in school approved
4 activities should advise the principal as soon as possible. Students who do not participate in graduation
5 will receive their diplomas, or certificates, from the principal's office on the first work day following
6 graduation ceremonies.

7 Graduation activities organized by district employees shall not be religious in nature.¹¹ The content of
8 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the
9 school, employees, or Board.

10 The director of schools shall develop procedures to ensure that students are recognized at graduation
11 ceremonies for the following achievements:¹⁰

- 12 • Honors;
- 13 • State Honors;
- 14 • State Distinction;
- 15 • District Distinction;
- 16 • Tri-Star Scholar;
- 17 • Students receiving a TN Seal of Biliteracy;
- 18 • Students voluntarily completing at least ten (10) hours of community service each semester the
19 student is in attendance at a public high school;
- 20 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 21 • Students graduating with a district-developed work ethic distinction.

22 **EARLY GRADUATION⁷**

23 High school students shall be permitted to complete an early graduation program. Students intending to
24 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
25 soon thereafter as the intent is known.

26 In order to graduate early, students shall meet the following requirements:

- 27 1. Earn the required eighteen (~~18~~ 17) credits;
- 28 2. Achieve a benchmark score for each required end-of-course exam;
- 29 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 30 4. Meet the minimum ACT or SAT benchmark score;
- 31 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 32 6. Complete at least two (2) types of the following courses:
 - 33 a. AP;
 - 34 b. IB;
 - 35 c. Dual enrollment; or
 - 36 d. Dual credit.

37 The Director of Schools shall develop administrative procedures to ensure that the early graduation
38 program is conducted in accordance with state law.

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Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chp. No. 442; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103
8. TCA 49-2-114
9. 28 CFR § 36.201-202
10. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; Public Acts of 2017, Chapter No. 207
11. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)

Cross References

- Section 504 & ADA Grievance Procedures 1.802
- Basic Curriculum Program 4.201
- Alternative Credit Options 4.209
- Class Ranking 4.602
- Student Fees and Fines 6.709

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 07/12/21
		Rescinds: 6.202	Issued: 12/08/11

1 A “home school” is a school conducted or directed by a parent or parents or legal guardian or guardians
2 for their own children. Home schools which teach K-12 where the parents are associated with an
3 organization that conducts church-related schools (as defined by §49-50-801) which are supervised by
4 such organization and which administer standardized achievement tests at the same time tests are given
5 in their regular day schools are exempt from the following provisions, but must follow procedures issued
6 by the State Department of Education.¹

7 A parent wishing to conduct a home school shall meet the following requirements:

- 8 1. Provide annual notice to the director of schools before the commencement of each school year
9 of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications of
12 the parent/teacher, whether a college preparatory or general course of education will be taught in
13 grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
17 as are required by state law for public schools;
- 18 6. Possess a high school diploma, GED or HiSET in order to conduct classes²;
- 19 7. Cooperate in the administration of appropriate tests as required by the Commissioner of
20 Education, his/her designee or by a professional testing service in grades five (5), seven (7), and
21 nine (9);
- 22 8. Take action according to state law if home school student falls behind appropriate grade level;
- 23 9. Submit proof to the director of schools that the home school student has been vaccinated as
24 required by law;
- 25 10. Submit proof to the director of schools that other health services and examinations as required
26 by law have been received by the home school student; and
- 27 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
28 employ a tutor having the same qualifications as required of parent/teacher.

29 If one or more of these requirements are not met, the Board authorizes the director of schools to take
30 formal action to bring the child into compliance with the Compulsory Attendance Law (until the child
31 has reached age 17),⁵ either in the home school or in a public, private or church-related school.

32 It shall be the policy of this Board that public school facilities shall be available for home school
33 instruction only when all of the following conditions exist:

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

10 The director of schools, through the attendance supervisor, shall have the attendance records of the home
11 school inspected at least two (2) times each school year in order to provide assistance in implementing
12 the Compulsory Attendance Law.

13 If a home school student falls more than one (1) year behind his appropriate grade level in his/her
14 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught
15 the child at his/her grade level determines through appropriate means that the student is not learning
16 disabled, the director of schools shall require the parents to enroll the child in a public, private or church-
17 related school.

18 **STUDENT PERFORMANCE³**

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

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Legal Reference:

1. TCA 49-6-3050
2. Public Acts of 2021, Chapter No. 493
3. TCA 49-6-3050(b)(6)

Cross Reference:

Compulsory Attendance Ages 6.201

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 07/12/21
		Rescinds: 6.319	Issued: 11/09/20

1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs.¹

4 ~~An alternative school is a short-term intervention program designed to provide educational services
5 outside the regular school program for students who have been suspended or expelled. The alternative
6 school is located in a separate facility from the regular school program.~~

7 **An alternative program is a short-term intervention program designed to provide educational services
8 outside the regular school program for students who have been suspended or expelled. Alternative
9 programs may be located within the regular school or be a self-contained program within a school.**

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
11 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
12 instructional programs at the student's home school.²

13 The director of schools shall develop procedures that provide appropriate educational opportunities for
14 all students assigned to an alternative education program. These educational opportunities shall utilize
15 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
16 instructional techniques, and provide the resources necessary to foster student learning and
17 achievement.³

18 **ASSIGNMENT³**

19 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
20 alternative school or program if there is staff and space available.⁴ Availability of staff and space shall
21 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
22 make this determination by evaluating factors including, but not limited to, the following:

- 23 1. Level of supervision available;
24 2. Safety considerations; and
25 3. Type of infraction.

26 **The Director of Schools/designee is not required to assign a student to the alternative school or program
27 if the student committed one of the following:**

- 28 1. A zero tolerance offense¹¹; or
-

- 1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
- 2 students at the school, if the location of the alternative school or program is on the same grounds
- 3 as the school from which the student was disciplined.¹²

4 Consideration to assign these students to the alternative school or program will be determined by the

5 Director of Schools/designee on a case-by-case basis.

6 Students who have committed zero tolerance offenses are not required to be assigned to alternative

7 schools or programs.⁵

8 Prior to the assignment of the student to an alternative school program, the director of schools/designee

9 shall provide written notice to the student's parent/guardian stating the reason for the student's

10 placement.⁶

11 Placement in an alternative education setting shall be reserved for students who significantly disrupt the

12 educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected

13 of having a disability, all state and federal laws, rules, and regulations related to special education shall

14 be followed. The director of schools/designee shall develop procedures regarding placement of students

15 in the program, taking into consideration the impact of exclusionary discipline practices.⁷

16 Attendance in alternative school programs shall be mandatory, and students attending an alternative

17 school located outside of the school district shall provide their own transportation.

18 The director of schools/designee shall monitor and regularly evaluate the academic progress of each

19 student enrolled in an alternative education program.

20 **REMOVAL⁸**

21 A student may be removed from the alternative school or program if:

- 22 1. He/She violates the rules of the alternative school or program; or
- 23 2. He/She is not benefitting from the assignment and all interventions have been exhausted
- 24 unsuccessfully.

25 **ADDITIONAL OFFENSES⁹**

26 Any new disciplinary offense committed during a student's original suspension or expulsion period shall

27 be treated as a new and separate offense. These offenses shall not constitute an extension of the original

28 suspension or expulsion.

29 **TRANSITION PLANS¹⁰**

30 The director of schools/designee shall develop procedures regarding the implementation of transition

31 plans for the integration of students assigned to the alternative school.

Legal References:

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302
4. Public Acts of 2020, Chapter No. 603
5. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. Public Acts of 2020, Chapter No. 603
9. TRR/MS 0520-01-02.09(9)(g)(2)
10. TRRM/MS 0520-01-02-.09(m)
11. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
12. Public Acts of 2021, Chapter No. 229

Cross References:

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Marshall County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 06/14/21
		Rescinds: 6.402	Issued: 01/11/21

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time² and
- 4 2. Participating as a member of any athletic team or in any other strenuous physical activity
- 5 program.³

6 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
7 on file in the principal's office.

8 **SCREENINGS**

9 Screenings may be conducted periodically by Marshall County Schools as required by the Tennessee
10 Department of Education and the Department of Health. Screenings may include blood pressure, body
11 mass index, vision, hearing, scoliosis and dental. Parents/guardians will receive written notice of any
12 screening result that indicates a condition that might interfere or tend to interfere with a student's
13 progress. The school district will not conduct physical examinations of a student without parental consent
14 or by court order, unless the health or safety of the student or others is in question.⁴

15 **IMMUNIZATIONS**

16 No students entering school, including those entering kindergarten or first grade, those from out-of-state
17 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
18 as determined by the Commissioner of Public Health unless circumstances outlined in state or federal
19 law prevent a student from producing such records.^{2,5} It is the responsibility of the parents or guardians
20 to have their children immunized and to provide such proof to the principal or designee of the school
21 which the student is to attend.⁵

22 Exceptions will be granted to any child whose parent or guardian shall file with school authorities a
23 signed, written statement that such measures conflict with one of the following: ⁴

- 24 1. His/Her religious tenets and practices if in the absence of an epidemic or immediate threat of an
25 epidemic, **except in the event of a COVID-19 or any variant outbreak;**⁶ or
- 26 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
27 him/her from the immunization.⁷

28 The Director of Schools shall ensure that appropriate immunization records are maintained for each
29 student.

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Legal References:

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c), **Public Acts of 2021, Chapter No. 513**
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References:

Promoting Student Welfare 6.400

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 06/14/21
		Rescinds: 1.403	Issued: 11/09/20

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may recommend items to be placed on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

The agenda (which shall include the consent agenda), together with supporting materials, shall be given to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be available for public inspection when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, may not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda by presenting proposed items to the director of schools or the chairman of the Board.

For items to be considered on the agenda, they must be received in the director of schools' office at least seven (7) business days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

~~The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members of the public who wish to speak.~~

Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and Appearances Before the Board* (1.404)

CONSENT AGENDA

While developing the agenda, the chair and director of schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items may be adopted in a single vote without discussion.

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 06/14/21
		Rescinds: 2.400	Issued: 05/02/03

1 Any money collected by any school shall be documented by a written receipt.

2 The schools may receive funds collected from activities and for events held at or in connection with the
3 school, including contracts with other schools for interschool events. To be included in this accounting
4 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and
5 all fund raising activities. Each principal shall determine the reconciliation method to be used for all
6 events which require a ticket.¹

7 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
8 on the purchase price to the vendor providing the service or item. Resale items not intended to generate
9 a profit shall be determined by the principal.²

10 FEES

11 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
12 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
13 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
14 use its equipment.³ School fees shall be waived for students who receive free or reduced-price lunches.⁴
15 No student will be penalized for nonpayment of any materials fee.

16 EXTENDED SCHOOL PROGRAM

17 Extended school funds shall be collected at the individual schools and receipted and deposited in the
18 school bank account. The principal shall report the collections and pay the Board by school check.⁵

19 FINES

20 A student will be held responsible for the cost of replacing any materials or property which the student
21 loses or damages,⁶ including textbooks, library books, equipment and buildings. All money collected as
22 fines shall be placed in the system-wide school fund.

23 TUITION INCOME

24 ~~Tuition collected from nonresident students shall be placed in the system-wide school fund.~~

25 RENTAL INCOME

26 The principal will collect and remit to the central office all money received for use of a particular school
27 facility or other school property.

1 GRANTS

2 Grants for educational purposes made available by the state and/or federal government may be sought
3 by the school system but only when the conditions of their availability are in harmony with the purposes
4 and policies of the Board and the laws of the state and county. Principals may apply for and receive
5 grants, but funds must be recorded in a separate restricted fund account.⁷

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Legal References:

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a); TCA 49-2-110(b)
4. TCA 49-2-114
5. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
6. TCA 37-10-101; 102
7. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

Cross References

- Student Activity Fund Management 2.900
- Nonresident Students 6.204
- Student Solicitations/Fund-Raising 6.701
- Student Fees and Fines 6.709

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Ranking	Descriptor Code: 4.602	Issued Date: 06/14/21
		Rescinds: 4.602	Issued: 01/13/20

1 **Honor Roll**

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

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

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

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

15 **High School Class Ranking**

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

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

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

30

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

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

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

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

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

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

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

- 20
- 21 • earn a nationally recognized industry certification
 - 22 • participate in at least one of the Governor’s Schools
 - 23 • participate in one of the state’s All State musical organizations
 - 24 • be selected as a National Merit Finalist or Semi-Finalist
 - 25 • attain a score of 31 or higher composite score on the ACT
 - 26 • attain a score of 3 or higher on at least two advanced placement exams
 - 27 • successfully complete the International Baccalaureate Diploma Programme
 - 28 • earn 12 or more semester hours of transcribed post-secondary credit

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Cross Reference:

Graduation Requirements 4.605

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 07/12/21
		Rescinds: 5.201	Issued: 06/14/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending
3 investigation or final disposition of a case before the board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a department of children's services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a
7 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary
8 for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct and insubordination. Before a teacher is suspended he/she shall be: (1) provided
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;
13 (2) given an opportunity to respond to the director at a recorded conference, if requested within five (5)
14 days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
15 represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the director of schools suspend a non-tenured teacher with pay. If
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

20 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**
21 **the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect of duty
22 after giving the non-tenured teacher, in writing, due notice of the charges.

23 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing
24 before an impartial hearing officer.

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

- 27 1. be represented by counsel;
 - 28 2. call and subpoena witnesses;
 - 29 3. examine all witnesses; and
 - 30 4. require that all testimony be given under oath.
-

1 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to
2 the affected teacher within ten (10) working days following the close of the hearing. The teacher may
3 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
4 decision to the teacher. Written notice of appeal to the Board shall be given to the director of schools.
5 Within twenty (20) days of receipt of notice, the director shall prepare a copy of the proceedings,
6 transcript, documentary and other evidence presented and provide the Board a copy of the same.

7 The director of schools shall also have the right to appeal any adverse ruling by the Hearing Officer in
8 the same manner as the non-tenured teacher.

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

- 12 1. sustain the decision;
- 13 2. send the record back if additional evidence is necessary; or
- 14 3. revise the penalty or reverse the decision.

15 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
16 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
17 after the conclusion of the hearing.

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

21 **NONRENEWAL**

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

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

27 The director of schools is under no obligation to re-employ non-tenured teaches at the end of the contract
28 period. If the director of schools determines not to renew the contract of a non-tenured teacher, the
29 following action shall be taken:

- 30 1. The Board shall be notified at the next regular board meeting; and
- 31 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
32 or by email within five (5) business days following the last instructional day for the school year.³

33 **RESIGNATION**

34 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
35 effective date of the resignation.⁴ The Board may waive the thirty (30) days' notice requirement and
36 permit a teacher to resign in good standing.

1 The conditions under which it is permissible to break a contract with the Board are as follows:⁵

- 2 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
3 statement of a physician approved by the Board;
- 4 2. The drafting of a teacher into military service by a selective service board; and
- 5 3. The release by the Board of the teacher from the contract which the teacher has entered into with
6 the Board.

7 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the
8 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
9 Failure to render such notice may be considered a breach of contract.⁶

10 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
11 the State Board of Education and request the suspension of a teacher's license. After the State Board of
12 Education has provided the teacher an opportunity for defense during a hearing, the ~~Commissioner~~ **State**
13 **Board** of Education may suspend the license for no less than thirty (30) and no more than three hundred
14 sixty-five (365) days.⁷

15 **RETIREMENT**

16 Retirement shall mean a termination of services under conditions which will allow the teacher to draw
17 benefits from retirement plans and/or social security benefits.

18 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
19 retirement system. Central office personnel shall assist employees in securing retirement benefits;
20 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
21 writing from Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the
22 responsibility of the retiring employee to file for benefits.

23 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without
24 loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of
25 schools certifies in writing to the Division of Retirement that no other qualified personnel are available
26 to substitute teach.⁸

27 The director of schools may employ teachers retired for at least one year for full-time employment as a
28 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
29 or suspended under certain conditions, which include but are not limited to the following:⁹

- 30 1. The director of schools of the employing system shall certify in writing that no other qualified
31 individuals are available to fill the position;
- 32 2. The Commissioner of Education shall certify that the employing school system serves an area
33 that lacks qualified teachers to serve in the position to be filled;
- 34 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 35 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
36 receive medical insurance coverage; and
- 37 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
38 Board for teachers with no experience filling similar positions, nor more than eighty-five percent

1 (85%) of the rate of compensation set by Board of teachers with comparable training and years
2 of experience filling similar positions.

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

6

7

Legal References:

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG), TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4); Public Acts of 2019, Chapter No. 248
8. TCA 8-36-805
9. TCA 8-36-821

Cross Reference:

Public Hearings 1.401
Recommendations and File Transfers 5.203

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/12/21
		Rescinds: 6.200	Issued: 06/14/21

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

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

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

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

15 ABSENCES

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

18 Excused absences shall include:⁴

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

23
24 **II. Personal Days:** Beginning with the 2020-2021 school year, students will be allowed three (3)
25 excused personal days per semester. These days will cover the following types of absences; however,
26 proper documentation must be presented to the office in order for the absence to be excused:

- 27 1. Personal illnesses, serious family illness or family emergency – (a note from the student's
28 parent/guardian or legal custodian will be required for the student's returning to school). The
29 note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a
30 student has three (3) school days in which to submit a note. After three (3) days, the absence(s)
31 will become permanently unexcused.

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

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

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

17 The principal shall be responsible for ensuring that:⁶

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

24 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

36 **RELEASED TIME COURSE¹⁰**

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

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

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

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

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

10 **TRUANCY**

11 *General*

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

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

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

26 *Progressive Truancy Plan¹³*

27 **Tier I**

28 Tier I of the progressive Truancy Plan shall apply to all students within the district and include
29 schoolwide prevention-oriented supports to assist with satisfactory attendance. These prevention-
30 oriented supports may include, but are not limited to:

- 31 1. Written notification of student absences;
- 32 2. Parent and/or student consultation;
- 33 3. Counseling referrals; or
- 34 4. Other supports deemed appropriate by the school administration.

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1 Tier II

2 At five (5) unexcused absences, the Truancy Intervention Specialist will work with the school
3 administration to schedule a meeting with the student and parent. At the meeting, an attendance contract
4 shall be signed which specifies the school's attendance expectations for the student, the period for which
5 the contract is effective, and penalties for further absences. In addition, an Individualized Assessment
6 Plan ~~may~~ **shall** be conducted to determine what may be needed to prevent additional unexcused absences.
7 Such things as counseling, community-based services, or other services may be referred and/or
8 implemented.

9 The school and Truancy Intervention Specialist will continue to monitor the student's attendance and
10 meet with the student to discuss progress.

11 Tier III

12 If a student continues with additional unexcused absences after Tier I and Tier II have been attempted,
13 then Tier III will be implemented. It will consist of parents and students being cited to the Marshall
14 County Truancy Board for additional services and a warning of juvenile court. Once all three Tiers have
15 been attempted, students and/or parents will be cited to Juvenile Court.¹⁴

16 DRIVER'S LICENSE REVOCATION²

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

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

21 CREDIT/PROMOTION DENIAL

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

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

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

29 The principal shall be responsible for ensuring that:⁷

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

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

5 **TARDIES, EARLY DISMISSALS AND DETENTION**

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

11 **ELEMENTARY TARDY* POLICY**

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

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

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

20 **RULES AND PENALTIES**

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

- 1 7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not
2 be permitted for any reason except for emergencies such as inclement weather or other
3 unavoidable situations, unless instruction time is made up in full.
- 4 8. Student attendance records will be given the same level of confidentiality as other student
5 records. Only authorized school officials engaged in legitimate educational purposes may have
6 access to student information without the express consent of the parent or guardian, if the student
7 is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
- 8 9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

9 ATTENDANCE HEARING¹⁰

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

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

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

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

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1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17
13. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021,
Chapter No. 223
14. TCA 49-6-3009

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

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 06/14/21
		Rescinds: 6.201	Issued: 04/08/13

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
2 private school.¹ A parent/guardian or legal custodian who believes that their child is not ready to attend
3 school at the designated age of mandatory attendance may make application to the principal of the public
4 school which the child would attend for a one (1) semester or one year deferral in required attendance.
5 Any such deferral shall be reported to the director of schools by the principal.² Under certain
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the
7 compulsory attendance law.³

8 Any child residing within the state who is or will be five (5) years of age on or before ~~August 31 for the~~
9 ~~2013-2014 school year and on or before August 15 for all school years thereafter~~, who makes application
10 for admission, shall be enrolled in the school designated by the Board.⁴

11 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)
12 may request that the child be admitted into kindergarten. Upon a request, the director of schools shall
13 administer an evaluation and examination. If the results indicate that the child is sufficiently mature
14 emotionally and academically, then the child may be enrolled into kindergarten. The director of schools
15 shall develop procedures and forms to implement the provisions of this policy.

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁵

17 A child entering a special education program shall be no less than three (3) years of age.⁶

18 A person eighteen (18) years of age or older who applies for admission must have the application
19 approved by the principal and director of schools when:

- 20 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
21 2. He/she has dropped out of school and wants to re-enter.

22 The compulsory attendance law shall not apply to the following:⁷

- 23 1. A student who has received a diploma or other certificate of graduation;
24 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
25 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent
26 to conduct home school with the director of schools; or
27 4. A student enrolled in a home school who has reached the age of seventeen (17).

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Legal References:

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-201(8)(d)
6. 20 U.S.C. Sec. 5 1400-1485
7. TCA 49-6-3001(c)(2)(A)-(D)

Cross References:

Special Education Program 4.202
Adult Education Program 4.208
Special Education Students 6.500

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Assignment and Transfers Within the System	Descriptor Code: 6.205	Issued Date: 06/14/21
		Rescinds: 6.205	Issued: 02/13/17

1 ASSIGNMENT TO SCHOOLS

2 Students, including those in kindergarten, are expected to attend the school to which they are assigned
3 according to the bus route on which they reside¹ (Lewisburg, Cornersville, or Chapel Hill).

4 Parents who wish to enroll their children in any other school in the system different from the school
5 assigned according to the bus route on which they reside, must make a written request to the director of
6 schools two (2) weeks prior to the beginning of the schoolyear. Consideration will be given to the
7 request, if the parent provides transportation to and from that respective school³, if the choice does not
8 cause overcrowding in the school, if both principals agree to allow the enrollment, and with the approval
9 of the director of schools or designee.

10 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
11 assignment, make application to the Board for a hearing requesting a transfer to another school.²

12 **The status of any student (due to overcrowding, discipline problems, attendance issues, etc.) may be**
13 **evaluated annually by the director of schools and the school principal.**

14 ASSIGNMENT TO CLASSES

15 The principal shall be responsible for assigning all students to classes. Elementary students shall be
16 assigned to teachers based on a system-wide matrix.

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

21 Students who are currently enrolled remain in their current schools.

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

27 TRANSFERS WITHIN THE SYSTEM

28 Transfer students will meet the same enrollment requirements as new students.

1 Up to two (2) weeks prior to the beginning of the schoolyear, a student may choose to attend a school
2 within the system other than the one to which he/she is enrolled.**

3 Students who have a change in residence that changes their bus route assignment will be enrolled at the
4 school for which they are assigned by virtue of their new bus route.

5 Parents who wish to transfer their children to another school in the system and have not changed
6 residences must make a written request to the director of schools two (2) weeks prior to the beginning
7 of the school year. Consideration will be given to the request, if the parent provides transportation to and
8 from that respective school³, if the choice does not cause overcrowding in the school, if both principals
9 agree to allow the enrollment, and with the approval of the director of schools.

10 Students whose families transfer their residence to another school area after the first month of school
11 may complete the school year at their former school if they choose to do so, but must provide their own
12 transportation to the former school.

13 Students who present evidence that they will move during the school year and who desire to enroll in a
14 new school in the new area may do so with prior written request to the director of schools for a change
15 of school area, and if they provide their own transportation to the new school. The director of schools
16 may grant exceptions to this policy for good and sufficient reasons.

17 Students who are currently enrolled remain in their current schools.

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Legal References:

1. TCA 49-6-3102 through 3103; OP Atty. Gen. 99-055 (March 9, 1999)
2. TCA 49-6-3201
3. TCA 49-2-128

**Not effective in event of federally-mandated desegregation order.

