Special Called Meeting

November 9, 2026 6:30 PM
MCBOE

1. 4.700 Testing Programs
    1. Proposed 4.700 Testing Programs
2. 1.100 School Board Legal Status and Authority
3. 1.101 Role of the Board of Education
4. 1.102 Board Members Legal Status
5. 1.106 Code of Ethics
6. 1.107 Board Member Conflict of Interest
7. 1.201 Duties of Officers
8. 1.202 Duties of Board Members
9. 1.2021 Boardsmanship Code of Conduct
10. 1.204 Board Member Development Opportunities
11. 1.400 School Board Meetings
12. 1.401 Public Hearings
13. 1.405 Rules of Order
14. 1.504 Civility Code
15. 1.600 Policy Development and Adoption
16. 1.805 Use of Electronic Mail (email)

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Testing Programs**	**4.700**	**07/08/24**
		Rescinds: **4.700**	Issued: **06/14/21**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;[1]
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.[2]

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.[3]

WEIGHTING OF TCAP AND EOC SCORES

TNReady[4] and EOC[5] scores shall be included in students' final grades as follows:

1. Grades 3-5 – 15%
2. Grades 6-8 – 15%
3. Grades 9-12 – 15%

Students who do not take the TCAP or EOC test will be given a zero. They may appeal to the director of schools, who will determine if there are extraordinary circumstances which would warrant a

summative test be given at grade level on the tested areas. This will be determined on a case-by-case basis.

Raw scores will be converted to a percentage score using the cube-root methodology. Historically, the TDOE released quick score grades using the cube-root methodology, a fixed conversion factor. This methodology creates a 100-point grading scale using the raw score points earned.

The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the course.[4,5]

Other tests may be given as requested by students, teachers or parents when approved by the principal.

INTEREST INVENTORIES AND CAREER ASSESSMENTS[6]

Interest inventories shall be made available to 9th graders. These will include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

Career aptitude assessments shall be administered to 8th graders in order to inform the student's high school plan of study. Upon receiving the results from these assessments, the school shall provide students with information on any available career and technical education opportunities in which the student is eligible to participate in.

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.[2]

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.[7]

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:[6]

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test;
6. How parents can access the questions and answers on their student's state-required tests;[6] and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

The testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT[9]

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam. These exams shall be approved, administered, and graded by the school's principal/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For student in grades one through eight (1-8), the exam shall only cover the last grade completed. For students in grade nine through 12 (9-12), the exam shall only cover the last course completed by the student (for example, if a student has completed English I, II and III, the examination shall only cover English III).

The Director of Schools shall provide notice to parent(s)/guardian(s)s of these exams.

HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES[10]

A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the student is not enrolled but attains a qualifying score on the eligible course's credit exam. The qualifying scores for these exams shall be presented to the Board at the July board meeting.

The Director of Schools/designee shall be responsible for determining which eligible courses will have a credit exam and shall provide high school students each semester the opportunity to take a credit exam for an eligible course offered. Each eligible course's credit exam shall be administered to any student seeking course credit as determined by the principal. Before taking a credit exam, the student shall be notified of the qualifying score needed to receive credit for the eligible course and the grade that will be included in his/her overall grade point average if the student achieves a qualifying score on the credit exam. A student may only take a credit exam once.

A student may take up to four (4) exams, earning no more than four (4) credit that will be applied to the student's graduation requirements and be included in the student's overall grade point average.

The Director of Schools/designee shall provide information on these exams to the Department of Education at the end of the school year per state law.

Legal References

1. TCA §49-10-108
2. 20 USCA 1232(g)
3. TRR/MS 0520-1-03-.03(10)
4. TCA §49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(1); TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. TRR/MS 0520-07-01-.03(3)
10. TCA 49-6-6017; State Board of Education Policy 2.103; Public Acts of 2023, Chapter No. 269

Cross References

Student Psychological Services 6.406
Student Records 6.600
Student Surveys, Analyses, and Evaluations 6.4001

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Testing Programs**	**4.700**	**11/09/26**
		Rescinds: **4.700**	Issued: **07/08/24**

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~~Raw scores will be converted to a percentage score using the cube root methodology. Historically, the TDOE released quick score grades using the cube root methodology, a fixed conversion factor. This methodology creates a 100-point grading scale using the raw score points earned.~~

Beginning with the Fall 2026 EOC test administration, the TDOE no longer provides raw scores of a students' TCAP or EOC testing performance. Districts now only receive scale scores, which shall be converted to a quick score grade for inclusion in students' final grades by using the Scale Score Linear Transformation formula provided by the TDOE.

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Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**School District – School Board Legal Status and Authority**	**1.100**	**10/12/99**
		Rescinds: **AA**	Issued: **07/28/93**

The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers representing local citizens and the state in the management of the public schools.[1]

The governing body shall be the Board of Education, serving residents within the boundaries of the school system and non-residents under conditions specified by state law and the Board.[2]

All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

In other instances, an individual board member, including the chairman, shall have power only when specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References:

1. TCA 49-1-101; TCA 49-1-102; TCA 49-1-103
2. TCA 49-6-3104

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Role of the Board of Education**	**1.101**	**08/12/19**
		Rescinds: **1.101**	Issued: **11/08/01**

The Board will oversee the operation of the school district in compliance with state and federal laws.[1]

The Board will function only when in session. The Board's required functions include, but are not limited to, the following:

GENERAL

1. To develop and adopt a strategic plan in consultation with the Director of Schools;[2]
2. To adopt all policies required by state or federal law;[3]
3. To approve school zones;[4]
4. To approve the district calendar;[5]
5. To adopt district safety plans;[6]
6. To approve the closure of facilities, if needed;[1]
7. To approve an insurance provider;[1] and
8. To approve/modify the agenda at the beginning of the board meeting.[1]

FISCAL

1. To approve and adopt the budget;[1]
2. To approve purchases outside the budget on a case-by-case basis in accordance with board policy;[1]
3. To approve budget transfers;[7]
4. To adopt the district salary schedule;[8]
5. To approve a differentiated pay plan;[9]
6. To approve funding for the district maintenance plan and capital requests;[1]
7. To approve the location and scope of new building projects;[1] and
8. To approve bids.[1]

INSTRUCTION AND STUDENTS

1. To adopt the curriculum;[1]
2. To adopt textbooks;[10]
3. To review student disciplinary issues appealed to the Board and make a final determination;[11]
4. To authorize or prohibit the use of corporal punishment;[12] and
5. To approve or deny admission of students expelled from other school districts.[13]

PERSONNEL

1. To employ and evaluate the Director of Schools;[1]
2. To grant tenure to eligible teachers;[14] and
3. To dismiss tenured teachers.[15]

Legal References:

1. TCA 49-2-203
2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. OP Tenn. Atty. Gen. 83-464 (Oct. 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

Cross References:

Duties of Board Members 1.202
Policy Development & Adoption 1.600
Administrative Procedures 1.601
School District Goals 1.700
School District Planning 1.701
Annual Operating Budget 2.200

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Board Members Legal Status**	**1.102**	**07/10/23**
		Rescinds: **1.102**	Issued: **07/11/22**

The legal status of board members shall be as follows:

NUMBER[1]

The Board is composed of nine (9) members.

QUALIFICATIONS

Members of the Board shall be residents from districts of substantially equal population, and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.[1] To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a high school equivalency credential approved by the State Board of Education.[2] Being a qualified voter and resident in the county for one (1) year prior to the qualifying deadline for running as a candidate.[1]

Members of the county legislative body and other county government officials shall not be eligible for election as members of the county Board of Education. [3]

TERMS OF OFFICE

Members of the Board shall serve four (4) year terms.[1]

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal or through due process proceedings.[4]

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body.[5] Such appointment shall continue until the next regular election.

Legal References:

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Code of Ethics**	**1.106**	**07/10/23**
		Rescinds: **1.106**	Issued: **04/10/23**

General[1]

Board members and school district employees may not accept, directly or indirectly, any gift, money, gratuity, consideration, or favor that a reasonable person would understand was intended to influence the vote, official action, or judgment of the board member or employee in executing decisions affecting the school district. It is also prohibited for a board member's or an employee's spouse or child living in the same household to accept such items.

It shall not be considered a violation of this policy for a board member or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

ETHICS COMPLAINTS

The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3) members who will be appointed to one-year terms by the Board Chair with confirmation by the Board. At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of Schools' office, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and include details as to the facts surrounding the complaint.

The Ethics Committee may investigate an ethical complaint received against a board member or employee and make recommendations to cease any activity that, in the Ethics Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

The Ethics Committee may:

1. Refer the matter to the board attorney;

2. In the case of a board member, refer the matter to the Board of Education for possible public censure, if warranted;

3. In the case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action, if warranted; or

4. In a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

POINT OF CONTACT [2]

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Board Member Conflict of Interest**	**1.107**	**04/10/23**
		Rescinds: **1.107**	Issued: **10/12/99**

General

State law provides specific instances when direct or indirect conflicts of interest may affect a board member's ability to vote on certain matters.

Direct conflicts of interest may arise if the school district contracts with a board member or with a business in which the board member is a sole proprietor, partner, or person having a controlling interest.[1]

Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a reasonable person would infer affects his/her personal finances indirectly. If a board member has a direct interest but is the sole supplier of goods or services in the city or county, he/she would be considered indirectly interested in such a matter.[2]

DIRECT CONFLICT OF INTEREST[1]

A board member shall not be directly interested in any contract in which the Board may be interested.

If there is a pre-existing contract that predates the board member's election to the Board, the board member shall refrain from voting or discussing any matter related to that contract since he/she has a direct interest. Upon expiration, the contract shall not be renewed by the Board.[3]

This shall not prohibit any board member from voting on the school budget or any budget amendments unless the vote is on a specific budget amendment in which the board member is directly interested.[4]

INDIRECT CONFLICT OF INTEREST[2]

A board member shall not be indirectly interested in any contract where the Board may be interested unless the board member publicly acknowledges such interest. The disclosure of this interest shall be made at the board meeting in which the Board is taking action on the contract. A board member with an indirect interest is not required to refrain from voting on the contract.

PENALTY FOR UNLAWFUL INTEREST[5]

If a board member is found to have an indirect interest and fails to disclose such interest, or becomes directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed from the Board and be ineligible to serve in the same or similar position for ten (10) years.

Legal References

1. TCA 12-4-101(a); Op. Tenn. Att'y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att'y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

Cross References

Code of Ethics 1.106
Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: _____

2. Name: _____

3. Description of conflict of interest (describe below in detail):

_____
Signature of Board Member

_____
Signature of Witness

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Duties of Officers**	**1.201**	**10/12/99**
		Rescinds: **BBAB**	Issued: **08/13/93**

CHAIRMAN

The chairman of the Board shall have the following duties:

1. To assist the director of schools in preparing meeting agendas;
2. To preside at all meetings of the Board;[1]
3. To appoint committees authorized by the Board;[1]
4. To function as chairman of the executive committee;[1]
5. To countersign all warrants authorized by the Board and issued by the director of schools for all expenditures of the school system;[1]
6. To conduct Board hearings;[2]
7. To prepare the school budget with the director of schools;[3]
8. To authorize the use of mechanical checkwriting equipment;[4]
9. To certify the value of surplus property valued less than $250;[5] and
10. To carry out other such duties as may be assigned by the board.

VICE CHAIRMAN

The vice chairman shall assume the duties of the chairman in his/her absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant.

SECRETARY

The director of schools, as the executive officer of the Board, shall serve as secretary to the Board. He/She shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form. He/She has the right to advise on any question under consideration but has no vote.

The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the director of schools.

CHAIRMAN PRO TEM

A chairman pro tem shall be elected to preside during a meeting when neither the chairman nor the vice chairman is present.

Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)(6)
3. TCA 49-2-203(10)(A)(1)
4. TCA 49-2-113
5. TCA 49-6-2007

Cross References:

Role of the Board of Education 1.101

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Duties of Board Members**	**1.202**	**08/12/19**
		Rescinds:	Issued:

The duties of an individual board member are as follows:

1. To take the oath to discharge faithfully the duties of the office;[1]
2. To participate in State-mandated board training;[2]
3. To recognize that the Board is required to comply with the Open Meetings Law[3] and that the Board only has authority to make decisions at official board meetings;
4. To understand that board members will receive information that is confidential per state or federal law and cannot be shared;
5. To adhere to the Boardsmanship Code of Conduct; and
6. To adhere to the Marshall County Board of Education Code of Ethics.[4]

Legal References:

1. TCA 49-2-202(b)
2. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11
3. TCA 8-44-102 *et seq.*
4. TCA 8-17-103

Cross References:

Role of the Board of Education 1.101
Boardsmanship Code of Conduct 1.102.1
Code of Ethics 1.106

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Boardsmanship Code of Conduct**	**1.2021**	**08/12/19**
		Rescinds: **1.1061**	Issued: **11/13/08**

The Board adopts these standards as recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our state.

MY RELATIONS TO THE CHILDREN

1. I will at all times think in terms of "children first," always determining how my actions and decisions will affect the education and training of children.
2. I will seek to provide equal education opportunities for all children.

MY RELATIONS TO MY COMMUNITY

1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.
2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.
3. I will endeavor to keep the community informed about the progress and needs of the schools.
4. I will represent the Board and the school district to the public in such a way as to promote both interest and support.
5. I will refer to other board members, staff, students, and the public with respect when using social media.

MY RELATIONS TO TEACHERS AND PERSONNEL

1. I will support the employment of those best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.
2. I will support and protect personnel in performance of their duties.
3. I will not criticize employees publicly but will express any relevant concerns to the Director of Schools for investigation and action if necessary.

MY RELATIONS WITH OTHER BOARD MEMBERS

1. I will understand that the Board makes decisions as a team and that individual board members may not commit the Board to any action.
2. I will accept the will of the majority vote in all cases and give support to the resulting action.
3. I will work harmoniously with other board members without trying to dominate the Board or neglect my share of the work.
4. I will refuse to make promises as to how I will vote on a matter that will come before the Board.
5. I will make decisions only after a complete discussion of items at a board meeting.

MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

1. I will support the full administrative authority as well as responsibility for the Director of Schools to properly discharge all professional duties.
2. I will hold the Director of Schools accountable for working with staff and requiring them to work within the framework of policies set up by the Board.
3. I will understand that the Board sets the standards for the school district through policy and that board members do not manage the district on a day-to-day basis.
4. I will refer all complaints and concerns to the Director of Schools and abstain from individual counsel and action in regard to staff members.

MY RELATIONS TO MYSELF

1. I will uphold the integrity and independence of the position.
2. I will become familiar with federal and state education laws and school board policies.
3. I will educate myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information.
4. I will continually advocate for the goals of the school district.
5. I will vote and act impartially for the good of the school district.
6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for personal or partisan gain.
7. I will attend all board meetings and become informed concerning the issues to be considered at those meetings.
8. I will model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the Board.

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Board Member Development Opportunities**	**1.204**	**10/12/99**
		Rescinds: **1.204**	Issued: **08/13/93**

The Board shall participate in activities designed to assist board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the board secretary and provided to each board member. At least annually the Board will identify which meetings should be attended and the benefits which would be derived from participation in such meetings;
2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities; and
3. Reimbursement to board members for their travel expenses shall be in accord with the travel expense policy for staff members.[1] The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the County Commission.[2] Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.[1]

   Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by the State and National School Boards Associations;[1]
2. Local and district-sponsored training sessions for board members; and
3. Subscriptions to publications addressing the concerns of board members.

Legal References:

1. TCA 49-2-2001
2. TCA 49-2-202(d)

Cross References:

School District Goals 1.700
School Calendar 1.800
Expenses and Reimbursements 2.804

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**School Board Meetings**	**1.400**	**09/14/26**
		Rescinds: **1.400**	Issued: **07/10/23**

The Board will transact all business at official meetings which may be either regular or special.

Every meeting of the board shall be open to the public, except for those meetings in which the law allows closed sessions.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

The Board may restrict the recording of board meetings via camera, camcorder or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.[3]

REGULAR MEETINGS

Regular meetings of the Board shall be held each month. The July meeting may be arranged on a date to follow the meeting of the Marshall County commission. All meetings will be advertised to the public.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chairman.

SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it or when requested to do so by a majority of the Board. [4]

Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

ELECTRONIC ATTENDANCE[5]

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons subject to the following requirements:

1. A quorum of the Board shall be physically present at the meeting in order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);
2. Any board member wishing to participate electronically shall do so using technology that allows the Chair to visually identify the board member; and

3. The responsibility for the connection lies with the board member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

Work-Related Absence

A board member may attend a meeting by electronic means if out of the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. The board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the board member's intention to participate electronically.

Sickness or Period of Convalescence

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

Inclement Weather or Natural Disaster

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

Family Emergency

A board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person. The absence shall be due to the hospitalization of the board member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times per year for this reason.

Military Service

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

Legal References:

1. TCA 8-44-102; TCA 49-6-804(c)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Atty. Gen. Op. No. 95-126 (December 28, 1995
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2026, Chapter No. 852

Cross References

School Board Legal Status and Authority 1.100
Section 504 & ADA Grievance Procedures 1.802
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Public Hearings**	**1.401**	**09/12/00**
		Rescinds: **BCAE**	Issued: **10/12/99**

The Board may hold public hearings in the following circumstances:

1. When a licensed employee is dismissed during a contract period. Any licensed employee of the Board is entitled to a hearing, upon written request, and shall be advised of the same in the event of a dismissal;[1]
2. When a student has been suspended and the resolution has not been satisfactory;[2]
3. When a parent or legal guardian shall contest the school assignment of their child;[3] and/or
4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board will make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting the transfer. All requests for hearings must be received by the Board or director of schools within the time limit prescribed by law for that category of hearing.

Legal References:

1. TCA 49-2-203(a)(6); TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

Appeals To and Appearances Before the Board 1.404
Suspension/Dismissal of Nontenured Teachers 5.200
Suspension/Dismissal of Tenured Teachers 5.21

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Rules of Order**	**1.405**	**10/12/99**
		Rescinds: **BCBF**	Issued: **10/08/98**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised,* shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes[1] applicable to the Board, or by policies of this Board including the following exceptions:

VOTING METHOD

A formal vote shall be taken on any question brought before the Board and the decision shall be made on the basis of a majority of the membership of the Board.[2]

Roll call votes may be used at the discretion of the chair or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.[3]

CHAIR'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.[4]

SUSPENSION OF RULES

Rules of order may be suspended by a two-thirds vote at any regular or special meeting.

Legal References:

1. TCA 49-5-409(b)(1); TCA 49-6-3004(2)(f)
2. TCA 49-2-202
3. TCA 8-44-104(b)
4. *Reeder v. Trotter,* 142 Tennessee 37 (1919)

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Civility Code**	**1.504**	**06/14/21**
		Rescinds:	Issued:

PHILOSOPHY OF PERSONAL CONDUCT

The Marshall County School Board believes that a learning environment free of disruptive conduct is imperative to the success of our children's education. It is the intent of the Board to promote, through this policy, mutual respect, civility and orderly conduct among district employees, students, parents, and the public. It is also the intent of this policy to provide rules of conduct that are positive and encourage goodwill and teamwork. This policy also identifies those behaviors that are deemed inappropriate and disruptive to the school or other school district facility.

It is not the Board's intent to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free environment for students, teachers, administrators, other staff, parents/guardians, and the public.

The Board encourages the public's support, cooperation, and adherence to this policy.

EXPECTATIONS

Students, faculty, staff, parents, guardians, and all other members of the community shall:

1. Treat one another with civility, courtesy, and respect always;
2. Communicate with others in a positive manner;
3. Take ownership for one's actions;
4. Practice active listening skills;
5. Encourage and actively promote a culture of goodwill towards others;
6. Work with others in a cooperative manner when solving problems;
7. Refrain from negative behavior that may be – disruptive to the school or school district's operations; intentionally causes damage; physically or mentally harms someone; displays offensive language or gestures, or inappropriately shows a display of temper; and
8. Refrain from bullying and report any bullying incident to the appropriate building level administrator.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not tolerate a lack of civility by anyone. The following are the appropriate steps for one to take after being the recipient of uncivil behavior while on school property or at a school function.

- **Student** – Reports any uncivil behavior to the appropriate building level administrator.
- **Parent/Guardian/Community member** – Reports any uncivil behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
- **Employee** – Address the uncivil behavior through the appropriate supervisory chain. If the employee is threatened with physical harm, the employee shall notify their supervisor immediately and may also contact law enforcement.
- **Visitor** – A visitor who violates the Civility Code may be directed to leave the premises by a security officer or administrator. If a visitor does not willingly leave, law enforcement may be called.

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Policy Development and Adoption**	**1.600**	**04/12/21**
		Rescinds: **1.600**	Issued: **07/11/16**

A proposed new policy or policy change shall be submitted to the Board as part of the agenda.

Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the system.

Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided, and upon becoming effective, shall supersede any previous Board action on the subject.

POLICY DISSEMINATION

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.[1]

All policy manuals shall remain the property of the Board and shall be considered as "on loan" to any person or organization in whose possession they might be at any time. They are subject to recall any time deemed necessary by the director of schools and/or Board of Education.

SUSPENSION OF POLICIES

Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members of the Board.

Legal References

1. TCA 49-2-207(a)

Cross References

Duties to the Board of Education 1.101
Agendas 1.403

Marshall County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Use of Electronic Mail (e-mail)**	**1.805**	**08/14/01**
		Rescinds:	Issued:

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

1. Because all computer hardware and software belongs to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/Board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.[1]

2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.[2]

3. Staff/Board members will be asked to sign an application for terms and conditions for *Use of the Internet.* Staff/Board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.

4. It is the responsibility of the sender not to violate copyright laws.

5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

Legal References:

1. TCA 10-7-512
2. TCA 8-44-102