

Click here to choose a school board.			
Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date:
		Rescinds:	Issued:

- 1 The Board will transact all business at official meetings that may be either regular or special.
- 2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
- 3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
- 4 citizens.²
- 5 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic
- 6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
- 7 of efficient and orderly public meetings.³

8 **REGULAR MEETINGS**

2nd Tuesday of the month @ 6:00 pm.

- 9 Regular meetings of the Board shall be held on ~~[insert meeting information]~~.
- 10 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
- 11 by the Chair.

12 **SPECIAL MEETINGS**

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

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

18 **ELECTRONIC ATTENDANCE⁵**

- 19 Absent board members may attend a regular or special meeting by electronic means for certain
- 20 qualifying reasons. The following requirements apply to all electronic attendance, regardless of the
- 21 reason for the absence:

- 22 1. A quorum of the Board shall be physically present at the meeting in order for any board
- 23 member to attend electronically;
- 24 2. Any board member wishing to participate electronically shall do so using technology that
- 25 allows the Chair to visually identify the board member; and

Add: if the member is absent because work, a family emergency, or is unable to attend service.

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(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

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

No Change

Click here to choose a school board.

Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date:
		Rescinds:	Issued:

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year [**OR insert alternate local method of providing notice.**]. This
3 schedule shall be posted in the central office, each school, and on the school system's website and sent
4 to the president of the local education association.²

5 In the event of a special board meeting, notice shall be provided at least ^{72 hrs} [**insert timeframe, e.g., forty-**
6 **eight (48) hours**] prior to the meeting and shall be posted in the same locations and in the same
7 manner as regular board meetings. All notices of special board meetings shall state the time, place, and
8 purpose of the meeting.

9 The only exception permitted is in the case of an emergency, defined for this policy as a sudden,
10 generally unexpected occurrence or set of circumstances demanding immediate action. In such
11 exceptions, notice shall be given to all appropriate parties as is practical.

12 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
13 hearings, shall include information on how community members can participate in the public comment
14 portion of the board meeting.³

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Campbell County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Members	Descriptor Code: 1.102	Issued Date: 08/09/22
		Rescinds: 1.102	Issued: 12/11/12

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS¹**

3 The Board is composed of ten (10) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents elected from districts of substantially equal population and
6 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the
7 office.^{1,2} To qualify as a candidate, an individual must show proof of:

8 1. Graduation from high school or receipt of a GED or HiSET;³ and

9

10 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying
11 deadline for running as a candidate.⁴

12 Members of the county legislative body and other county governmental officials shall not be eligible
13 for election as members of the county Board of Education.⁵

14 **TERMS OF OFFICE**

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

16 **VACANCIES**

17 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process
18 proceedings.⁶

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
20 local legislative body.⁷ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809
5. TCA 49-2-202(a)(2)
6. 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)
7. TCA 49-2-202(e)(1)

No change

Click here to choose a school board.			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds:	Issued:

1 *General*¹

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

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

*In old
policy
pg 2 lines
1-5*

12 **ETHICS COMPLAINTS**

*In the back of
old policy*

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

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

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

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
28
29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;
31

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 CONTACT²

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

Campbell County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Risk Management	Descriptor Code: 3.204	Issued Date: 12/11/12
		Rescinds: 3.204	Issued: 02/14/02

1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the
2 school system and to comply with the guidelines developed by TSBA's Risk Management Trust in
3 order to qualify for applicable premium discounts. The Board shall provide sufficient staff and budget
4 for its implementation.

5 The Board shall designate a professional staff person who shall be responsible for the promotion and
6 development of a prevention and safety education program for students and personnel employed by the
7 school system. This person shall be given authority and title commensurate with the task and shall
8 answer directly to the director of schools. The general areas of responsibilities include, **but are not**
9 **limited to**, in-service training, development of accident prevention procedures, accident record keeping
10 and facility inspection.

Cross References:

Insurance Management 3.600
Worker's Compensation 3.602

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Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps; and
- 8
- 9 4. Summer learning camps.

10 These programs shall be organized and operated in accordance with state law as well as guidelines
 11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
 12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
 13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
 16 year, no later than *June* ~~[insert timeframe]~~, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

2 Priority students, as defined by state law, [insert either shall or shall not] be required to attend
3 summer programs.

4 [Insert additional local attendance requirements.] *From old policy*

5 The Director of Schools shall be responsible for developing administrative procedures regarding the
6 attendance requirements of priority students in each program.

7 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

Talk to Lori & Pen

8 Students who are required to attend summer programming in order to be promoted to fourth grade shall
9 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the
10 twenty (20) days required for summer school attendance. If more days are missed, students may make
11 up a total of [insert number of days] within [insert time frame]. Missed days will be
12 documented, and options for make up days will be provided by the [insert option the district uses -
13 Director of Schools, summer programming committee, etc.].

14 Parents shall be provided information on the summer program attendance policy by [insert method
15 district uses] *of the current school year.*

16 The Director of Schools/designee shall develop administrative procedures regarding the documentation
17 of student attendance including make up days and the administration of the post-test for students who
18 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Click here to choose a school board.

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

General Librarian

The [insert title of employee] shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the following criteria:

[Note: The Board can include local standards.]

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

Librarian
[Insert title of employee] shall be responsible for periodically reviewing the district's library collection in line with these established standards. He/she shall post the list of library materials online.

COMPLAINTS²

[The following is a suggested review process. The Board has discretion to create its own review process. We encourage reaching out to your local board attorney if there are legal concerns.] Agree

Tier I

If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

1 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
2 may request review of the challenged materials by an ad hoc materials review committee within
3 *5-10* [insert number] days. The review committee is appointed by the principal and should include certified
4 library media personnel, representatives from classroom teachers, one or more parents, and may
5 include one or more students. The principal will inform the Director of Schools of the review
6 committee's progress.

7 After receiving the challenged materials, the following steps should occur:

- 8 1. Read, view, or listen to the contested material in its entirety;
- 9
- 10 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 11
- 12 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
- 13 students who have access to the materials and whether the material is suitable for, and
- 14 consistent with, the educational mission of the school; and
- 15
- 16 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
- 17 material for its strength and value.

18 *5. Present a recommendation to the DOS & Board*
Tier Two

19 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
20 He/she shall review the recommendation presented by the review committee along with the principal's
21 recommendation and make the determination whether the material is appropriate for the age and
22 maturity levels of the students who have access to the materials and whether the material is suitable
23 for, and consistent with, the educational mission of the school.

24 **Tier Three**

25 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
26 material to determine whether the material is appropriate for the age and maturity levels of the students
27 who have access to the materials and whether the material is suitable for, and consistent with, the
28 educational mission of the school.

29 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
30 students who have access to them or is not suitable for, and consistent with, the educational mission of
31 the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

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

No Change

Click here to choose a school board.			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date:
		Rescinds:	Issued:

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school district.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
21 of Education;⁶
- 22 2. Who has been identified by the Department of Children's Services, or on a similar registry in
23 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
24 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
26 of Health, or on a similar registry in another jurisdiction;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
28 contagious or communicable disease in such form that might endanger the health of school
29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
31 Tennessee and of the United States of America;⁹

6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.¹⁰

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹⁰

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹² From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Adopt - no change

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Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

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

5 Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for
6 up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may
7 substitute teach for additional days.¹

8 **GENERAL EMPLOYMENT CONTRACTS**

9 The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended
10 under certain conditions which include, but are not limited to, the following:²
11

- 12 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
13
14 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
15 receive medical insurance coverage; and
16
17 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
18 Board for teachers with no experience filling similar positions or more than eighty-five percent
19 (85%) of the rate of compensation set by the Board for teachers with comparable training and
20 years of experience filling similar positions.

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

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

- 25 1. The retired member has been retired for at least sixty (60) calendar days;
26
27 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
28 retirement allowance;
29

3. The retired member is not drawing disability retirement benefits; and

4. The retired member can't accrue additional retirement benefits.

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

Legal References

1. TCA 8-36-805; Public Acts of 2023, Chapter No. 425
2. TCA 8-36-821; Public Acts of 2023, Chapter No. 425
3. TCA 8-36-822; Public Acts of 2023, Chapter No. 425

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Approve as
is

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Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5302	Issued Date:
		Rescinds:	Issued:

1 **PROFESSIONAL PERSONNEL**

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools' office.

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school district, provided that the Director of Schools of the district in which the accumulated leave was
18 held provides notarized verification.³

19 **SUPPORT PERSONNEL**

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

21 At the termination of the employment of any employee, all unused sick leave accumulated by the
22 employee shall be forfeited.

23 The immediate supervisor may require documentation from a physician stating the reason for absence.

24 **SICK LEAVE BANK (if applicable)**

25 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
26 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.⁷

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.⁷

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.⁸

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year.⁹ Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Approve

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Monitoring: Review: Annually, in January-	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date:
		Rescinds:	Issued:

- 1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
3 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
4 his/her physician determines the teacher is permanently unable to return to work. If the teacher receives
5 workers' compensation or other similar benefits, the Board shall pay the difference between that amount
6 and the teacher's full salary.¹
- 7 A signed statement listing the cause of the absence shall be provided by the employee on forms
8 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
9 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
10 may also be required to verify the extent of the injury.²

In old
policy

Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

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

- 7 1. All accounting and reporting procedures and their dissemination;
8
9 2. Alternative program options for students who severely fail to meet minimum attendance
10 requirements;
11
12 3. Ensuring that all school age children attend school;
13
14 4. Providing documentation of enrollment status upon request for students applying for new or
15 reinstatement of driver's permit or license; and
16
17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
18 withdraws from school.²

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

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

- 24 1. Personal illness/injury;
25
26 2. Illness of immediate family member;
27
28 3. Death in the family;
29
30 4. Extreme weather conditions;
31

5. Religious observances;⁵
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

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

TRUANCY

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

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

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, **[insert local practices as to these schoolwide prevention-oriented supports]**.

three (3)

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

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

Or student continue
to be absent

18 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
19 consist of the following interventions: _____ [e.g., **school-based community services;**
20 **participation in a school-based restorative justice program; referral to a school-based teen court;**
21 **Saturday or after-school courses designed to improve attendance and behavior**]. The interventions
22 shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the
23 Director of Schools/designee.

24 Tier IV implemented on 10th unexcused absence. Student & Guardian will be required to
NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY attend Truancy Tribunal.
25 Tier V 10 unexcused absences will result in court petition.

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

- 31 1. Student's name and personal identification number;
- 32
- 33 2. Student's grade;
- 34
- 35 3. The dates of the student's absence;
- 36
- 37 4. The reason for the student's absence; and
- 38
- 39 5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

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

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

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

[Include the following language if the Board wants to allow students to receive credit for these courses: Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.]

MAKE-UP WORK

Take from old policy

[Insert local practices concerning make-up work.]

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

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

1 ATTENDANCE HEARING¹²

- 2 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
3 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
4 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
5 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
6 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
7 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
8 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
9 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
10 of any action taken regarding the excessive unexcused absences. The notification shall advise
11 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
12 Schools/designee.
- 13 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 14 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
15 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
16 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
17 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Cross References

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

Update
No change

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year of
8 the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location
10 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the
11 parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 20 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 21 9. Submit proof to the Director of Schools that other health services and examinations as required by
22 state law have been received by the home school student; and
- 23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

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

1 **FACILITIES USE**

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

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

13 **RECORD ACCEESS**

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

17 **STUDENT PERFORMANCE⁵**

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

Legal References

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

Cross References

Compulsory Attendance Ages 6.201

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date:
		Rescinds:	Issued:

Multi-tiered system

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as _____ [insert
4 **district practices**]. Exclusionary discipline shall only be used as a measure of last resort.² The
5 development of each code shall involve principals and staff members of each level and shall be based
6 on evidence-based behaviors supports and interventions.³

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties and to
9 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
11 school-sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall
12 ensure that disciplinary measures are implemented in a manner that:⁵

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: _____ [e.g., **restorative practices, RTPB, multi-tiered**
26 **system of supports, behavior intervention plans**]. Principals shall use appropriate discipline
27 management techniques when enforcing the code of conduct.

28 MISBEHAVIORS: LEVEL I

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

32 *Examples (not an exclusive listing)*

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment (**if applicable**)
- In-school suspension
- **[Insert additional trauma-informed practices]**

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses

- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- **[Insert additional trauma-informed practices]**

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.

- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- **[Insert additional trauma-informed practices]**

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing)⁸

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Threat of mass violence on school property or at a school-related activity*
- Extortion
- Bomb threat*
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)*

- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- The principal notifies the staff members of the resolution.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- **[Insert additional trauma-informed practices]**

* Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

Cross References

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

Campbell County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 09/14/21
		Rescinds: 4.301	Issued: 06/14/18

1 *General*

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

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

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

5 **SEVERE WEATHER⁴**

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

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

13 **PROHIBITION AGAINST HAZING**

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

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

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

Legal References

1. TCA 8-17-103

Cross References

Duties of Board Members 1.202

Campbell County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date: 01/12/21
		Rescinds: 4.400	Issued: 01/13/15

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
15 textbooks and instructional materials on the school district's website and send a copy of the list to the
16 Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.
- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Click here to choose a school board.			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Director of Schools shall be responsible for planning and implementing the program which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
33 learning program might be necessary.

- 1 State-mandated student testing programs shall be undertaken in accordance with guidelines published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

- 4 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 5 1. Grades 3-5 - 5 % ~~Insert appropriate weight for each grade~~ No change -
6 2. Grades 6-8 - 10 % ~~Insert appropriate weight for each grade~~ Same as
7 3. Grades 9-12 - 15 % ~~Insert appropriate weight for each grade~~ old

- 8 The ~~_____~~ School System shall use the following methodology: ~~Insert methodology here~~
9 ~~(i.e., cube root methodology, weight score methodology)~~ Same as old

- 10 The Director of Schools may exclude these scores from students' final grades if results are not received
11 by the district at least five (5) instructional days before the end of the course.^{4,5}

12 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

and 9th graders

- 13 Interest inventories shall be made available to ~~Insert middle schools for 8th graders~~. These will
14 include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the
15 College Board Career Finder.

- 16 Career aptitude assessments shall be administered to ~~Insert 7th or 8th graders~~ in order to inform the
17 student's high school plan of study. Upon receiving the results from these assessments, the school shall
18 provide students with information on any available career and technical education opportunities in which
19 the student is eligible to participate in.

20 **TESTING INFORMATION AND PARENTAL CONSENT**

- 21 Any test directly concerned with measuring student ability or achievement through individual or group
22 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
23 of the district without first obtaining written consent of the parent(s)/guardian(s).²

- 24 Results of all group tests shall be recorded on students' permanent records and shall be made available
25 to appropriate personnel in accordance with established board policies.⁷

- 26 No later than July 31st of each year, the Board shall publish on its website information related to state
27 and board mandated tests that will be administered during the school year. The information shall
28 include:⁸

- 29 1. The name of the test;
30
31 2. The purpose and use of the test;
32
33 3. The grade or class in which the test will be administered;
34

4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; 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.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT⁹

~~[Include this provision if the Board requires a test for the purpose of grade placement or awarding credit when a student transfers into the district from a Category IV church-related school, Category V private school, or a home school.]~~

No change - same as old

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 students in grades one through eight (1-8), the exam shall only cover the last grade completed. For students in grades nine through twelve (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) of these exams.

HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰

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 _____ [insert date or

~~meeting (e.g., July Board meeting)]~~

June - new policy

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

- 1 student seeking course credit [insert when and how these credit exams will be administered (e.g.,
2 during the first two weeks of the school year as determined by the principal)]. Before taking a
3 credit exam, the student shall be notified of the qualifying score needed to receive credit for the
4 eligible course and the grade that will be included in his/her overall grade point average if the student
5 achieves a qualifying score on the credit exam. A student may only take a credit exam once.
- 6 A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to
7 the student's graduation requirements and be included in the student's overall grade point average.
- 8 The Director of Schools/designee shall provide information on these exams to the Department of
9 Education at the end of the school year per state law.

Include
list of
courses from
Jennifer White.
Attached to the front
of the Policy

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; 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. Public Acts of 2023, Chapter No. 269; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

exams.

Below are the eligible courses per the updated State Board of Education policy.

- English IV
- Pre-Calculus
- Anatomy & Physiology
- Ecology
- World History and Geography
- Economics
- Personal Finance
- Latin I
- French I
- German I
- Spanish I
- Russian I
- Japanese I
- Chinese I
- American Sign Language I
- Other Languages I