

Keep our original policy  
that allows people to  
sign up to speak

<b>Campbell County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>12/11/12</b>
		Rescinds: <b>1.404</b>	Issued: <b>02/14/02</b>

1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear  
4 complaints or concerns which have not advanced through the proper administrative procedure from the  
5 point of origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the  
7 Board, the matter shall be referred in writing to the office of the director of schools and the Board shall  
8 determine whether to hear the appeal.

9 **APPEARING BEFORE THE BOARD**

10 Individuals desiring to appear before the Board must submit a written request with descriptive  
11 materials to the office of the director of schools seven (7) days before the meeting. If the request is  
12 approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on  
13 the agenda will be recognized at the beginning of the meeting and given time to speak when their topic  
14 of interest is addressed on the agenda. All requests submitted will be included in the board packet.

15 If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form  
16 provided before the beginning of the board meeting to request time to speak. Delegations must select  
17 only one individual to speak on their behalf unless otherwise determined by the Board.

18 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she  
19 determines that such is in the public interest. A majority vote of members present can overrule the  
20 decision of the chairman.

21 Recognition of individuals who are not citizens of the school system is to be determined by a majority  
22 vote of the Board.

23 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to  
24 individual board members or staff members only upon approval of the chairman. Each person  
25 speaking shall state his name, address, and subject of presentation. Remarks will be limited to five (5)  
26 minutes unless time is extended by the Board. The chairman shall have the authority to terminate the  
27 remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

28 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
29 the office of the director of schools.

Legal Reference:

Cross References:

1. TCA 39-17-306

School Board Meetings 1.400

Agendas 1.403

Complaints About School Personnel 5.502

Just add those 3 items

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

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

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

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

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

20 **ANNUAL DRILLS<sup>4</sup>**

21 The principal shall ensure that the school safety team conducts each of the following type of drills  
22 annually:

- 23 1. An armed intruder drill in coordination with local law enforcement;  
24  
25 2. An incident command drill; and  
26  
27 3. An emergency safety bus drill.

**1 AED DRILLS<sup>5</sup>**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
5 training, planning, notification, and maintenance to comply with state law.

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
8 and consult with the local and state health departments and other local emergency or healthcare  
9 providers in protecting students and the community from further infection. The Director of Schools  
10 shall develop procedures for health emergencies in accordance with state law.

**11 REMOTE LEARNING DRILLS<sup>7</sup>**

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

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**Legal References**

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

Adopting an entirely new policy

Click here to choose a school board.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Threat Assessment Team</b>	Descriptor Code: <b>3.204</b>	Issued Date:
		Rescinds:	Issued:

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

2 A threat assessment team shall be created within the school district to develop intervention-based  
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members  
5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations  
7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.<sup>2</sup>

10 **RECORDKEEPING**<sup>3</sup>

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that  
12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board  
14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public  
16 inspection.

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Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

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Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

Adopt this with  
rec changes

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

2 The Director of Schools shall establish procedures to protect schools which shall include, but not be  
3 limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school  
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and  
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.<sup>2</sup>

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings  
12 is limited to the school's primary entrance during the school day as well as when students are present  
13 outside of regular school hours.<sup>3</sup>

14 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,  
15 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than  
16 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The  
17 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director  
18 of Schools shall report all signing of such complaints to the Board.

19 **AFTER SCHOOL HOURS**

20 **[The following is the default if the district does not create alternate local procedures.]** If, outside of  
21 regular school hours, there is a need to unlock the doors during a school activity, a school district  
22 employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

23 **LAW ENFORCEMENT SERVICES<sup>1</sup> (if applicable)**

24 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.  
25 Partnerships may include, but not be limited to, education and recreational programs, delinquency  
26 prevention, and mentoring initiatives.

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement  
2 agency to provide school policing. The MOU shall address, at a minimum, the following issues:
- 3 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,  
4 regulations, and rules of the Peace Officer Standards and Training Commission at the time of  
5 assignment and remain compliant throughout his/her assignment.
  - 6 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
7 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
8 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
9 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>4</sup>
  - 10 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is  
11 subject to that agency's direction, control, supervision, and discipline.
  - 12 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of  
13 the Director of Schools.
  - 14 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement  
15 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall  
16 include, but not be limited to, the following:
    - 17 a. Representing and carrying out the policies of the law enforcement agency assigning the  
18 SROs;
    - 19 b. Supervising the SROs in the performance of their duties;
    - 20 c. Consulting with the Director of Schools regarding the best use of the available resources  
21 for school policing; and
    - 22 d. Resolving disputes between the SROs and students or staff members.
  - 23 6. The MOU may be effective for any length of time, continuing until terminated by the parties, and  
24 may contain any reasonable notice requirement for the termination of the MOU. However, the  
25 MOU shall contain a provision allowing the Director of Schools to suspend the active  
26 participation of any SROs in the event that the Director of Schools believes that such suspension  
27 is best for the health, safety, or wellbeing of the students or staff members.

## 28 **CYBERSECURITY<sup>5</sup>**

- 29 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
30 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
31 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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**Legal References**

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805(9)

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**Cross References**

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311



*Adopt with changes*

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following shall be adhered to:

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

24 **STUDENT CLUBS & ORGANIZATIONS<sup>3</sup>**

25 All students under the age of eighteen (18) shall present a signed and dated statement from their  
26 parent/guardian before joining any club or organization or participating in activities of a club or

- 1 organization. The Director of Schools shall develop administrative procedures outlining this
- 2 recordkeeping process.

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**Legal References**

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

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**Cross References**

Special Use of School Vehicles 3.402  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Attendance 6.200

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date:
		Rescinds:	Issued:

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project  
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does  
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The  
4 Director of Schools shall develop administrative procedures for approving requests for conducting  
5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline  
6 what is to be done, who is to be involved, and how the results will be used and distributed.<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be  
8 notified of the opportunity to review the materials.<sup>1</sup> Such notification shall include information indicating  
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The  
10 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)  
11 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who  
12 is eighteen (18) years of age or older may participate after he/she provides written, informed, and  
13 voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental  
14 requests.<sup>1</sup>

15 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that  
16 reveals information concerning:<sup>1,2</sup>

- 17 1. Mental or psychological problems of the student or the student's family;
- 18
- 19 2. Sexual behavior or attitudes;
- 20
- 21 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 22
- 23 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 24
- 25 5. Legally privileged relationships;
- 26
- 27 6. Income; or
- 28
- 29 7. The collection of student biometric data involving the analysis of facial expressions, EEG  
30 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,  
31 blood volume, posture, and eye-tracking<sup>3</sup>

32 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
33 of an unemancipated minor, without the prior written consent of the parent/guardian.

1 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 2 1. Political affiliation or voting history;
- 3
- 4 2. Religious practices; and
- 5
- 6 3. Firearm ownership.

## 7 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING<sup>5</sup>**

8 In general, the district will not collect, disclose, or use personal student information for the purpose of  
9 marketing or selling that information or otherwise providing that information to others for that purpose.

10 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at  
11 least annually at the beginning of the school year of the specific or approximate dates when such  
12 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to  
13 collect personal information for the purpose of marketing or selling that information before the  
14 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of  
15 appropriate age may decline to provide the information requested.

16 This portion of the policy does not apply to the collection, disclosure, or use of personal information  
17 collected from students for the exclusive purpose of developing, evaluating, or providing educational  
18 products or services for or to students or educational institutions to the extent allowed by law such as:

- 19 1. College or other postsecondary education recruitment or military recruitment;
- 20
- 21 2. Book clubs, magazines, and programs providing access to low-cost literary products;
- 22
- 23 3. Tests and assessments used by elementary schools and secondary schools to provide  
24 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about  
25 students (or to generate other statistically useful data for the purpose of securing such tests  
26 and assessments) and the subsequent analysis and public release of the aggregate data from  
27 such tests and assessments;
- 28
- 29 4. The sale by students of products or services to raise funds for school-related or education  
30 related activities; or
- 31
- 32 5. Student recognition programs.

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### Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

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### Cross References

Testing Programs 4.700



Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

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

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

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

*Change in language*

9 Screening tests as recommended by the Tennessee Department of Education and the Department of  
10 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that  
11 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse  
12 their student from participating in health screenings that are part of a coordinated school health program  
13 by submitting a request in writing to the school nurse, instructor, school counselor, or principal.<sup>3</sup>

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the  
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from  
17 producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children  
18 immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,  
20 written statement that such measures conflict with the one of the following:

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an  
22 epidemic;<sup>5</sup> or  
23  
24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing  
25 him/her from the immunization.<sup>6</sup>

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

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**Legal References**

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, [https://www.tn.gov/content/dam/tn/education/csh/FINAL\\_Health\\_screening\\_Guidelines\\_2022.pdf](https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf); 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

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**Cross References**

Promoting Student Welfare 6.400

Approve

Click here to choose a school board.			
Monitoring: Review: Annually, in January	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **ELIGIBILITY**

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who  
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for  
4 service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve (12) month period shall be eligible  
5 to use FMLA leave.<sup>2</sup>

6 **GENERAL PRINCIPLES**

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed  
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the  
14 essential functions of his/her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the  
19 employee is on covered active duty or has been notified of an impending call or order to  
20 covered active duty in the Armed Forces.

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run  
22 concurrently with and be counted toward the employee's total period of FMLA leave.

23 **MATERNITY/PATERNITY LEAVE**

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run  
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
27 childbirth, and nursing of a newborn child.<sup>3</sup>
- 28
- 29 2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity  
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for  
31 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher  
32 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.



1 Upon verification by a written statement from an adoption agency or other entity handling an  
2 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both  
3 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled  
4 to use such leave.<sup>4</sup>  
5

- 6 3. Spouses who are both eligible employees of the school district are limited to a combined total of  
7 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
8 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,  
9 or to care for a parent who has a serious health condition. Under certain circumstances, spouses  
10 who share leave for the birth or adoption of a child may be eligible for limited amounts of  
11 additional leave for other qualifying FMLA reasons.<sup>5</sup>  
12

- 13 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available  
14 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An  
15 eligible employee taking leave under this provision shall not be required to utilize any other type  
16 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,  
17 or other individuals required by law to hold a valid license of qualification for employment who  
18 have been employed with a school district full time for at least twelve (12) consecutive months.  
19

20 Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
21 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
22 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
23 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be  
24 used within twelve (12) months of the qualifying event. The leave shall run concurrently with  
25 FMLA leave.<sup>6</sup>

## 26 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>

27 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she  
28 is unable to work because of a serious health condition or to care for an immediate family member with  
29 a serious health condition. Employees shall contact Human Resources to determine if the reason for  
30 leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days'  
31 notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable,  
32 generally, either the same or next business day.

## 33 LEAVE FOR MILITARY FAMILY MEMBERS

- 34 1. *Qualifying Exigency Leave*<sup>8</sup> - Eligible employees are entitled to up to twelve (12) workweeks  
35 of leave because of any qualifying exigency arising out of the fact that the spouse, son,  
36 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
37 notified of an impending call to active duty, or has been notified of an impending call to active  
38 duty status in the Armed Forces. Qualifying exigencies may include:  
39  
40 a. Issues arising from the service member's short notice deployment;  
41 b. Military events and related activities (e.g., official ceremonies, support programs);  
42 c. Making or updating financial and legal arrangements;  
43 d. Attending counseling;

- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*<sup>9</sup> - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## INTERMITTENT LEAVE<sup>10</sup>

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

## RESTRICTIONS

### 1. Notice Requirements

- a. *Employee Notice*<sup>11</sup>- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers'

1 compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given  
2 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
3 the following pay day.<sup>13</sup>  
4

## 5 2. Certification Requirement<sup>14</sup>

6

- 7 a. The Director of Schools may require that a request for leave be supported by  
8 certification issued by a health care provider with the following information:  
9
- 10 i. The date on which the serious health condition commenced;
  - 11 ii. The probable duration of the condition;
  - 12 iii. The appropriate medical facts within the knowledge of the health care provider  
13 regarding the condition; and
  - 14 iv. A statement that the eligible employee is needed to care for the son, daughter,  
15 spouse, or parent and an estimate of the amount of time that such employee is  
16 needed.  
17
- 18 b. If there is any reason to doubt the validity of the certification provided, the Director of  
19 Schools may require, at the expense of the school district, an opinion of a second health  
20 care provider.  
21

## 22 3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

23

- 24 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of  
25 Schools may require the employee to continue taking leave until the end of the term if  
26 the leave is at least three (3) weeks of duration and the return of employment would  
27 occur during the three (3) week period before the end of the term.  
28
- 29 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools  
30 may require the employee to continue taking leave until the end of the term if the leave  
31 is greater than two (2) weeks duration and the return to employment would occur during  
32 the two (2) week period before the end of the term.

## 33 REQUIREMENTS OF THE BOARD<sup>16</sup>

- 34 1. The employee shall be restored to the same position of employment or an equivalent position  
35 with no loss of benefits, pay, or other terms of employment.
- 36 2. The employee shall be kept under any group health plan for the duration of the leave.
- 37 3. The Board may recover the premium paid under the following conditions:  
38
- 39 a. The employee fails to return from leave after the period of leave has expired; and
  - 40
  - 41 b. The employee fails to return to work for a reason other than the continuation,  
42 recurrence, or onset of a serious health condition or other circumstances beyond the  
43 control of the employee.

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**Legal References**

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

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**Cross References**

- Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

*much more detailed than  
old policy.*

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date:
		Rescinds:	Issued:

- 1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the
- 2 educational welfare of students and ensure that no conflict exists with their duties.
- 3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
- 4 discrimination/harassment.<sup>1</sup>
- 5 Educators have the right to:<sup>2</sup>
  - 6
  - 7 1. Be treated with civility and respect as well as having his/her professional judgement and
  - 8 discretion respected;
  - 9
  - 10 2. Have their professional judgment and discretion respected;
  - 11
  - 12 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
  - 13 appropriate agencies;
  - 14
  - 15 4. Provide students with a safe environment;
  - 16
  - 17 5. Defend themselves and their students from physical violence or harm;<sup>3</sup>
  - 18
  - 19 6. Share information regarding a student's educational experience, health, or safety with the
  - 20 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
  - 21
  - 22 7. Review all instructional material or curriculum before being utilized by students;
  - 23
  - 24 8. Not be required to use his/her personal money to appropriately equip a classroom;
  - 25
  - 26 9. Report students who commit offenses of assault and battery or vandalism on school property
  - 27 endangering the life, health, or safety of others pursuant to state law;<sup>5</sup> and
  - 28
  - 29 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
  - 30 a physical assault or other violent criminal act committed during the course of employment.<sup>6</sup>
- 31 Each staff member has the responsibility to:
  - 32 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
  - 33 the procedures designed to implement them;

*Contained  
lines 3  
from old  
policy  
- Deleted  
Item 7  
from old  
policy*

- 1        2. To adhere to the Teacher Code of Ethics, to the extent applicable;<sup>7</sup>
- 2        3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 3        students and the students' right to know;
- 4        4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 5        members of the public;
- 6        5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 7        State Board of Education rules and regulations, board policy, and administrative procedures; and
- 8        6. Wear appropriate dress for work according to local school rules.

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**Legal References**

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

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**Cross References**

Curriculum Development 4.200  
Controversial Issues 4.800  
Religious Content of Courses 4.804  
Staff-Student Relations 5.610  
Ethics 5.611

Approve

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 In order to ensure a safe and secure learning environment, the following offenses shall not be  
2 tolerated:<sup>1</sup>

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>  
4  
5 2. Unlawful possession of any drug, including any controlled substance, controlled substance  
6 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>  
7  
8 3. Aggravated assault;<sup>4</sup>  
9  
10 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other  
11 employee of the school, or school resource officer; or  
12  
13 5. Threats of mass violence on school property or at a school-related activity.<sup>6</sup>

14 Committing any of these offenses shall result in a student being expelled from the regular school  
15 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
16 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
17 offenses may be assigned to an alternative school or program at the discretion of the Director of  
18 Schools.<sup>7</sup>

19 When it is determined that a student has violated this policy, the principal shall notify the student's  
20 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup>

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

Adopt

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date:
		Rescinds:	Issued:

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

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

4 **[If the district maintains both an alternative school and program, adopt both definitions. If your  
5 district only has one option, choose the appropriate definition.]**

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

9 An alternative program is a short-term intervention program designed to provide educational services  
10 outside the regular school program for students who have been suspended or expelled. Alternative  
11 programs may be located within the regular school or be a self-contained program within a school.  
12 Alternative programs shall include, but are not limited to, the following: \_\_\_\_\_ **[e.g. night  
13 school or in-school suspension].**

14 The alternative school and/or program shall be operated in accordance with state laws and the rules of  
15 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with  
16 the instructional program at the student's regular school. The Director of Schools shall develop  
17 procedures that provide appropriate educational opportunities for all students assigned to the  
18 alternative school or program. These educational opportunities shall adhere to Tennessee's academic  
19 standards.<sup>2</sup>

20 **ASSIGNMENT**

21 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the  
22 alternative school or program if there is staff and space available.<sup>3</sup> Availability of staff and space shall  
23 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall  
24 make this determination by evaluating factors including, but not limited to, the following:

- 25 1. Level of supervision available;
- 26
- 27 2. Safety considerations; and
- 28
- 29 3. Type of infraction.

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



1 1. A zero tolerance offense;<sup>4</sup> or

2  
3 2. An offense of violence or threatened violence, or an offense that threatened the safety of other  
4 students at the school if the location of the alternative school or program is on the same grounds  
5 as the school from which the student was disciplined or assigning the student to that location  
6 would endanger the safety of the students or staff.<sup>5</sup>

7 Consideration to assign these students to the alternative school or program will be determined by the  
8 Director of Schools/designee on a case-by-case basis.

9 Prior to the assignment of the student to the alternative school or program, the Director of  
10 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the  
11 student's placement.<sup>6</sup>

12 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
13 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
14 suspected of having a disability, all state and federal laws and rules and regulations related to special  
15 education shall be followed. The Director of Schools/designee shall develop procedures regarding  
16 placement of students in the program, taking into consideration the impact of exclusionary discipline  
17 practices.<sup>7</sup>

18 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each  
19 student enrolled in the alternative school.

## 20 **REMOVAL<sup>8</sup>**

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

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

## 26 **ADDITIONAL OFFENSES<sup>9</sup>**

27 Any new disciplinary offense committed during a student's original suspension or expulsion period  
28 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the  
29 original suspension or expulsion.

## 30 **TRANSITION PLAN<sup>10</sup>**

31 The Director of Schools/designee shall develop procedures regarding the implementation of transition  
32 plans for the integration of students assigned to the alternative school.

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**Legal References**

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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**Cross References**

Special Education 4.202  
Virtual Education Program 4.212  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

*Add/Adopt*

<b>[Insert School System]</b>	
<b>Requirements for Coaches</b>	<b>4.301.3</b>

- 1 All coaches, whether employed by the school district or a volunteer, shall do the following:
- 2       1. Annually complete the concussion recognition and head injury safety education course
- 3             program;
- 4
- 5       2. Annually complete the sudden cardiac arrest education program;
- 6
- 7       3. Annually complete a heat illness prevention course;
- 8
- 9       4. Receive training on activity modifications based on environmental conditions;
- 10
- 11       5. Receive training in cardiopulmonary resuscitation and in the use of automated external
- 12             defibrillators;
- 13
- 14       6. Comply with all applicable background check and fingerprinting requirements; and
- 15
- 16       7. Create and implement an emergency action plan, in coordination with the Athletic
- 17             Director, that facilitates, organizes, and provides for the rehearsal of the actions of
- 18             coaches and athletes in an emergency.