# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in July** | **Agendas** | **1.403** | **07/13/26** |
| | | Rescinds: | Issued: **07/08/13** |

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

For a regular board meeting, a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least two (2) days prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution when it is distributed to the board members. The final agenda shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda. For items to be considered on the agenda, they must be received in the director of schools' office two (2) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

**CONSENT AGENDA**

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

**TIMED AGENDA**

The executive committee shall assign a sufficient amount of time for each item on the agenda.

**Legal References**

1. Public Acts of 2026, Chapter No. 699

**Cross References**

Duties of Officers 1.201
Executive Committee 1.301
Appearances Before the Board 1.404

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in November** | **Family Life Education** | **4.213** | **07/13/26** |
| | | Rescinds: | Issued: **07/18/24; 08/09/21** |

*General*

A family life education program shall be implemented within the school district in compliance with state law.[1]

A parent/guardian who chooses not to have a student participate in the family life education program shall submit such request in writing to the principal. A student who is excused from the program shall be assigned alternative health activities and shall not be penalized academically.

**FAMILY LIFE INSTRUCTION**

The curriculum for the family life education program shall, in a manner that is age-appropriate and factually and medically accurate, include the following:[2]

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;

3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;

4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;

5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;

6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, and internet crimes against children;

7. Provide instruction on the prevention of dating violence;

8. Encourage communication between parent(s)/guardian(s) and students;

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.[3]

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse.[4]

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,[5] are not included in the curriculum.

## TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

## CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.[6]

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

## REPORTING[2]

At the beginning of each school year, the Director of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director shall also report on the curriculum selected by the Board of Education.

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**Legal References**

1. TCA 49-6-1302
2. TCA 49-6-1304(a); TCA 49-6-1601(g)(2)
3. TCA 49-6-1304(c)
4. TCA 49-6-1304(d)
5. TCA 49-6-1304(b)
6. Public Acts of 2026, Chapter No. 744

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in November** | **Instructional Use of Digital Devices** | **4.215** | **7/13/2026** |
| | | Rescinds: | Issued: |

*General*[1]

In-person, teacher-led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Director of Schools shall provide guidance to staff on appropriate use of technology for these grades. The Director of Schools/Designee shall create a process for ensuring that digital instruction complies with this framework and state law.

## SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

## COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Director shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

| **Legal References** | **Cross References** |
|---|---|
| 1. Public Acts of 2026, Chapter No. 808 | Use of the Internet 4.406 |

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
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| **Review: Annually, in December** | **Grading System** | **4.600** | **07/13/26** |
| | | Rescinds: | Issued: **07/18/24; 01/09/06; 11/13/17; 06/13/22** |

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

The Director of Schools/designee shall submit a copy of the grading and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parent(s)/guardian(s).

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

**GRADING SYSTEM**[2]

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.[3] This grading system shall be uniform throughout the school district for each grade.

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

- Honors Courses – three (3) percentage points;

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

## LOTTERY SCHOLARSHIPS[4]

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

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

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

## LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parent.[5]

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**Legal References**

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H); Public Acts of 2026, Chapter No. 901
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-6-407(c)(2)
4. TCA 49-4-904, 905, 907
5. TCA 49-4-932(f)

**Cross References**

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in January** | **Application and Employment** | **5.106** | **07/13/26** |
| | | Rescinds: | Issued: **08/14/23; 09/27/21; 06/10/19** |

## APPLICATION

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

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

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

*Professional Employees*

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

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;[6]
2. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, 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, or on a similar registry in another jurisdiction;[7]
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;[8]
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]
6. Who has not had their information verified using E-Verify;[10]

7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. 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 had their information verified using E-Verify;[10]
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.[11]

## 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.

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**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)
8. TCA 49-5-404
9. TCA 49-5-405
10. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*; Public Acts of 2026, Chapter No. 772
11. TCA 49-5-413(a), (f)
12. TCA 49-5-406(b)

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**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

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in February** | **Staff Rights & Responsibilities** | **5.600** | **07/13/26** |
| | | Rescinds: **5.114** | Issued: **5/13/24; 8/14/23; 11/13/17** |

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.[1]

Educators have the right to:[2]

1. Be treated with civility and respect;

2. Have their professional judgment and discretion respected;

3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;

4. Provide students with a safe environment;

5. Defend themselves and their students from physical violence or harm;[3]

6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]

7. Review all instructional material or curriculum before being utilized by students;

8. Not be required to use his/her personal money to appropriately equip a classroom;

9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;[5] and

10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.[6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;

2. To adhere to the Teacher Code of Ethics, to the extent applicable;[7]

3. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;[8]

4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and members of the public;

6. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy, and administrative procedures; and

7. Wear appropriate dress for work according to local school rules.

**Legal References**

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001
8. Public Acts of 2026, Chapter No. 898

**Cross References**

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

# Houston County Board of Education

| Monitoring: **Review: Annually, in March** | Descriptor Term: **Attendance** | Descriptor Code: **6.200** | Issued Date: **07/13/26** |
|---|---|---|---|
| | | Rescinds: | Issued: **07/14/25; 04/07/03; 06/11/18; 12/10/18; 08/12/19; 09/27/21; 08/08/22; 05/08/23; 03/11/24** |

*General*

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

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

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

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.[2]

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

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

1. Personal illness/injury;

2. Illness of immediate family member;

3. Death in the family;

4. Extreme weather conditions;

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, all students and parents receiving information regarding truancy prevention. This information will be provided through district website, social media, automated calls/texts/emails, the Student Handbook, and enrollment packets.

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

1. Mailed letter to parent/guardian.

2. A conference with the student and the student's parent(s)/guardian(s);

3. An attendance contract, based on the conference, signed by the student and parent(s)/guardian(s) and the Attendance Supervisor/Designee. The contract shall include:

    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

4. Regularly scheduled follow-up meetings to discuss the student's progress; and

5. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

**Tier III** shall be implemented if the truancy interventions under Tier II are unsuccessful, as is evidenced by the student accumulating ten (10) unexcused absences. Tier III may consist of the following interventions:

1. Mailed letter to parent/guardian;
2. Required attendance meeting with district truancy supervisor and family;
3. Review/revision of attendance contract;
4. Referral for appropriate supports (e.g., Truancy Intervention Class, Parenting Strategies Class, individual school program). The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/Designee.
5. Non-compliance truancy petition with the juvenile court.

*Transfer Students and Truancy Tracking*

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the

current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.[9]

## NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY[9]

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

1. Student's name and personal identification number;

2. Student's grade;

3. The dates of the student's absence;

4. The reason for the student's absence; and

5. The signatures of the student and parent/guardian.

## RELEASED TIME COURSE[11]

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.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.[12] 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.

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

Students shall be permitted to make up schoolwork missed during the excused absences. However, the student is excused for the day or days of absences, not the material covered in his/her classes. Therefore, it is the student's responsibility, not the teacher's, for make-up work in all subject matter covered during his/her absence. The time limit for make-up work is at the direction of the teacher. The student shall make arrangements for make-up work within three (3) working days, provided teachers are available.

## 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.

## CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.[13] 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 REVOCATION[2]

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.

## ATTENDANCE HEARING[14]

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

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

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. 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. Public Acts of 2026, Chapter No. 844
10. TCA 49-6-3022
11. TCA 49-2-130
12. TCA 49-2-130(i)
13. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
14. 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

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in March** | **Student Assignments** | **6.205** | **07/13/26** |
| | | Rescinds: | Issued: **06/14/21; 07/07/15** |

## TO SCHOOLS

Students, including those in kindergarten, are expected to attend the school to which they are assigned by virtue of their residence. Students will enroll in the school of appropriate grade nearest their residence.[1] Parents may be required to show verification of residency.

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

## TO CLASSES

The principal shall be responsible for assigning all students to classes.

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

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

If an order of protection is issued to protect a student from another student enrolled in the same school, then the principal shall develop a student safety plan and implement it for the student who is named as the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date on which the school receives a copy of the order of protection. When reasonably practicable and appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as the petitioner shall provide input into the plan. The Director of Schools shall develop administrative procedures to implement this process.[4]

**Legal References**

1. TCA 49-6-3102, 3103

**Cross References**

Promotion and Retention 4.603

| | | |
|---|---|---|
| 2. | TCA 49-6-3201 | Transfers Within the System 6.206 |
| 3. | TCA 49-6-3102(h), (i) | Homeless Students 6.503 |
| 4. | Public Acts of 2026, Chapter No. 862 | Students in Foster Care 6.505 |

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in March** | **Questioning Students and Searches** | **6.303** | **07/13/26** |
| | | Rescinds: | Issued: **06/09/25; 05/12/25; 06/12/23; 07/08/13; 11/11/02** |

## QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may question the student without the presence of parent(s)/guardian(s).

## INTERROGATIONS BY POLICE AT ADMINISTRATOR'S REQUEST

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.[1]

## POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department should first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

## SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.[2] All principal initiated searches shall be conducted by a school security officer, or a school administrator or school employee designated by the Director of Schools/Designee who has completed the state required orientation and training.[2,3] The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
    a. A particular student has violated school policy;

b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.") as well as the nature of the alleged infraction;[4]

2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search.[7]

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.[5]

In order to ensure a safe and secure learning environment, the Director of Schools/Designee shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools/Designee shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.[6]

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Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. TCA 49-6-4212; Public Acts of 2026, Chapter No. 1040
4. TCA 49-6-4205(b); Public Acts of 2026, Chapter No. 938
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)
7. TCA 49-6-4205(a)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in March** | **Interference/Disruption of School Activities** | **6.306** | **07/13/26** |
| | | Rescinds: **JCB/JCBB** | Issued: **05/12/25; 01/09/95; 07/08/13; 12/13/21** |

*General*

A student shall not engage in conduct which causes the disruption or interference with the operation of the school while on school property, in school vehicles or buses, or at school-sponsored events, whether on or off campus. The student shall not urge other students to engage in such conduct.

Employees are authorized to take reasonable measures to establish appropriate school behavior and have the authority to control the conduct of any student while under the supervision of the school district.[1]

A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion depending on the severity of the offense and the student's prior record.[2]

**REMOVAL OF STUDENT**[1]

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the principal/designee to remove the student from the teacher's classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.

The principal/designee will investigate the request and make a decision regarding the student's placement. The principal will notify the teacher as to his/her decision.

If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

*Appeal Process*

If the teacher's request for removal is denied, he/she may file an appeal with the Director of Schools/designee. He/she will review the teacher's request for removal as well as the decision of the principal/designee and make a determination as to the student's placement.

**CLASSROOM EVACUATION**

Some or all students may be removed from a classroom or instructional area due to violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.[3]

*Parental Notification*

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:[3]

1. The fact that a classroom evacuation occurred;

2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and

3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.[4] No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

*Recordkeeping*

Each school shall maintain records of:

1. The date and time of the classroom evacuation;

2. The number of students evacuated;

3. The time and manner of parental notification; and

4. The staff member responsible for issuing parental notifications.

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**Legal References**

1. TCA 49-6-2804
2. TCA 49-6-3401
3. Public Acts of 2026, Chapter No. 850
4. 20 USCA § 1232g; TCA 10-7-504

**Cross References**

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

# Houston County Board of Education

| Monitoring: | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| **Review: Annually, in April** | **Outside Applied Behavior Analysis Therapy** | **6.4053** | **07/13/26** |
| | | Rescinds: | Issued: **07/13/26** |

*General*

This policy applies to "private pay providers", which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.[1]

Private pay providers shall adhere to the memorandum of understanding ("MOU"), board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff, or visitors.

The Director of Schools shall develop administrative procedures to implement this policy.

**IEP TEAM COORDINATION**

Private pay providers shall coordinate with the student's IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

**TERMINATION OF SERVICES**

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, the Director of Special Programs shall provide the parent/legal guardian with a letter outlining the reason for the termination.

## APPEALS PROCESS

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

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**Legal References**

1. Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401