

**Committee
Members**

Chairwoman,
Shelia Bratton

Vice Chairman,
Claire Maxwell

Coy Young

Tammy Sharp

Frances Rosales

Katie Darby

Caleb Tidwell

Dr. Kay Martin

Dr. Mark Gullion

Larry Creasy

Ellaina Taylor

Rachel Rigsby

Monica Carr

Jason Scales

Joe Hardman

**Dr. James
Sullivan**

Monika Ridley

Jeff Reed

SPECIAL CALLED POLICY COMMITTEE MEETING

AGENDA

5:00 p.m.

March 18, 2024

Shelia Bratton, Chairwoman

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment**

Public Comment Requests to address the Policy Committee must be provided in writing to the Director of Schools' Office no later than noon (12:00 p.m.) of the day of the meeting. Subject matter must be limited to items on the Policy Committee agenda. Time limit of any single presentation shall not exceed three (3) minutes.

5. Policy Changes

- a. Policy 1.404 – Appeals to and Appearances Before the Board**
Adds language that speakers addressing the Board must be on items on the agenda.
- b. Policy 1.901 – Charter School Applications**
Changes date of recommendation and appointment of review team.
- c. Policy 2.805 – Purchasing**
Adds language regarding entering into agreements with real estate licensees.
- d. Policy 3.202 – Emergency Preparedness Plan**
Adds trainings for substitute teachers.
- e. Policy 4.403 – Library Material**
Adds parents the ability to opt-in for a mature reading list for their student. Adds the option to have removed material be available to students who have parent permission.
- f. Policy 4.406 – Use of Internet**
Adds language for additional prohibited and illegal activities for employees and students.
- g. Policy 5.106 – Application and Employment**
Removes pre-employment physical examination requirement.
- h. Policy 5.303 – Personal and Professional Leave**
Updates language for personal leave for certified employees.
- i. Policy 5.308 – Sabbatical Leave**
Updates language for sabbatical leave for certified employees.
- j. Policy 6.3041 – Title IX and Sexual Harassment**
Changes timeline for notice of before beginning investigation and changes timeline for completion of investigations.

- k. **Policy 6.402 – Physical Examinations and Immunizations**
Adds physical examination requirement for clubs that involve physical exertion or athletic activity.
- l. **Policy 6.413 – Prevention and Treatment of Sports Related Concussions**
Adds clarifying language for removal from athletics due to a concussion.

6. New Policies

- a. **Policy 1.303 - Consultants**
Policy for engagement of professional consultants.
- b. **Policy 2.9002 – Site Selection and Acquisition**
Policy for school site selection and acquisition.
- c. **Policy 3.2051 – School Resource Officers (SROs) Involvement and Curriculum Implementation**
Policy for SROs involvement and curriculum implementation.
- d. **Policy 3.2052 – School Resource Officers (SROs) and Nursing Staff Participation in Safety Days**
Policy for participation of SROs and nursing staff in safety days annually.

7. Adjournment

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 12/15/22
		Rescinds: 1.404	Issued: 02/24/22

1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, all
3 matters relating to the operation of the school system shall be channeled through the Director of
4 Schools before being brought before the Board of Education. If, after such procedure is followed, there
5 is still reason to address the Board, the matter shall be referred in writing to the Board of Education for
6 its determination and action.

7 **APPEARING BEFORE THE BOARD**

8 This policy is not designed to restrict the scheduled appearances of citizens who have regular business
9 with the Board and whose presentations are provided for in the agenda. Additionally, the Board may
10 via motion, a second, and a vote, recognize speakers despite the below requirements if a majority of
11 the Board determines the speaker would be in the public's best interest.

12 *Making Application to Speak*

13 Individuals may ~~speak to~~ **address** the Board **about items contained on the agenda** so long as all
14 requirements contained in this policy are met. Individuals who do not comply with this policy will be
15 denied the ability to speak. In order to speak at Board meetings with visitors on the agenda, individuals
16 must complete a Public Participation Form provided by the Board. The form must be fully completed
17 and turned in to the Board's Executive Secretary no later than noon (12:00 p.m.) of the day of the
18 meeting. The individual must provide proof of Rutherford County residency or employment with the
19 Rutherford County Board of Education along with the Public Participation Form and photo
20 identification. Each person wishing to speak must submit an individual form. It is not permissible for
21 multiple names to be included on the same form. Those persons having complaints and concerns for
22 which other resolution channels are provided shall be directed through those channels by the director
23 of school's office and/or staff.

24 *Rules for Speakers*

25 The Board shall provide no more than thirty (30) minutes for all individuals approved to speak during
26 public recognition.

1 If a speaker is approved, the speaker will have three (3) minutes to speak. The speaker should
2 introduce themselves to the Board by stating their name for the record. Visitors speaking to the Board
3 shall address remarks to the chairman and may direct questions to individual board members or staff
4 members only upon approval of the chairman. Delegations of speakers from the same organization
5 should select one individual to speak on behalf of the delegation. Speakers may not distribute
6 materials, printed or otherwise, directly to Board Members during the meeting. If a speaker wishes to
7 distribute materials, the speaker should bring copies and hand them to the Board's Executive Secretary
8 for distribution. Posters and signs in excess of 18x24 inches in size are not allowed in the Board Room
9 due to safety concerns and public access concerns related to visibility.

10 The following behavior and comments may result in the Board Chair ending a speaker's time early
11 and, if necessary due to ongoing interruption/lack of compliance with the Chair's directions, having the
12 speaker removed:¹

- 13 1. Refusing to yield the podium when the speaking time allotted by the Board expires;
- 14 2. Using obscene or vulgar language or conduct, or statements intended to incite violence or
15 breach the peace.

16 Additionally, the Board Chair may remove any member of the audience that continues to disrupt the
17 business of the Board after an initial warning.

18 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
19 the Office of the Director of Schools.

20 The intent of these rules is to:

- 21 1. Allow everyone a fair and adequate opportunity to be heard;
- 22 2. Allow the Director of Schools to take direct action when policies have already been established
23 by the Board on the subject of the request;
- 24 3. Provide adequate time for the Director of Schools or the Board to obtain necessary information
25 and give thorough thought in situations where a policy does not exist, a change of policy is
26 proposed, or an exception to policy is specifically requested; and
- 27 4. See that the time so devoted does not interfere with fulfillment of the regular agenda of the
28 Board.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305

Rutherford County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 07/19/23
		Rescinds: 1.704	Issued: 12/15/22

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
 3 charter schools converting from existing public schools. Proposals from existing charter school
 4 operators or replicators and applicants proposing to contract with educational service providers shall be
 5 in accordance with state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send notice to the Director of Schools of its intent sixty (60)
 8 calendar days prior to February 1st of the year preceding the year in which the proposed charter school
 9 plans to begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
 11 provided by the Department of Education. The application shall provide all the information required by
 12 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
 13 by state law for the formation of a charter school, and the proposed charter school will be able to
 14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 11:59 p.m. on
 16 February 1st of the year preceding the year in which the proposed charter school plans to begin
 17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
 18 the school district offices are closed, applications will be accepted on the next business day on or
 19 before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
 20 application fee of \$2,500.00.²

21
 22 The Director of Schools or his/her designee shall determine whether an application is complete within
 23 ten (10) business days of receiving the application and shall notify the sponsor within five (5) business
 24 days of the determination if the application is determined to be incomplete.

25 **REVIEW TEAM¹**

26 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
 27 applications. The team shall be comprised of members of the administrative staff for the district,
 28 community members, and a member of the Board with relevant educational, organizational, financial,
 29 and legal experience. At the board meeting in ~~December~~ **January** of each year, the Director of Schools
 30 shall make a recommendation to the Board on which members of his/her administrative staff should be
 31 appointed to the team. The Board shall name the members of the team at ~~it's~~ **a** meeting in January of
 32 each year. The Board shall designate a Chair of the review team as the contact person for answering

1 questions about the application process and receiving applications. The Director of Schools shall
2 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
3 real or perceived conflicts of interest.

4 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
5 ruling on applications for the establishment of charter schools by the review team. The procedure shall
6 include a timeline for the application and review process. A copy of the procedure, including the
7 review criteria, shall be available to any interested party upon request.

8 The review team shall:

- 9 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 10 11 2. Recommend one of the following options to the Board for each application: approve, reject, or
12 reject with stipulations for reconsideration; and
- 13 14 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

15 **APPROVAL/DENIAL OF APPLICATION⁴**

16 After presentation of the review committee's findings to the Board, the Board shall rule by resolution
17 on the approval or denial of a charter school application within ninety (90) calendar days of receipt of
18 the completed application, or the application shall be deemed approved by state law. The Director of
19 Schools shall report the action taken by the Board to the Department of Education.

20 *Approval*

21 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
22 the Board which shall be binding on the charter school's governing body. The charter school agreement
23 shall be in writing and signed by the sponsor and the Board.

24 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
25 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

26 Charter schools approved by the Board are expected to implement the application as submitted and
27 approved. Material variations in operations from the approved application require amendment pursuant
28 to state law and the charter school agreement.⁶

29 The Board shall not provide services to charter schools that are not requested during the application
30 process except for those services that are required under state or federal law. Services agreed to be
31 provided to the charter school by the Board shall be provided at board actual cost. The Board and
32 charter school shall execute a service contract for any additional services.

33 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or
34 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

35

1 *Denial*

2 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
3 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
4 calendar days either to deny or to approve the amended application, or the application shall be deemed
5 approved by state law.⁴

6 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
7 School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Rutherford County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 05/25/23
		Rescinds: 2.805	Issued: 07/07/22

1 **General**

2 The school district will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the Board. The Director of Schools, through
4 his/her purchasing agent designee, shall serve as purchasing agent for the system-wide purchasing.¹
5 Principals shall serve as purchasing agents for individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The Board will not, under any
8 circumstances, be responsible for payment for any material or supplies purchased by unauthorized
9 individuals or in an unprescribed manner.

10 No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other
11 employee unless she/he first receives a written purchase order from the proper office or unless prior
12 written permission or arrangements are made with the principal.

13 The Board will purchase locally whenever other conditions are comparable or when it is most practical
14 under the circumstances.

15 *Individual Schools*

16 The Director of Schools must approve the following purchases:

- 17 1. A single piece of equipment costing more than fifteen thousand dollars (\$15,000);
- 18 2. One that is to be attached to or one that requires alteration of the building; or
- 19 3. One that will become a permanent fixture.

20 *Central Office²*

21 **ROUTINE PURCHASES**

22 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required
23 for the operation of the school district. These expenditures shall be anticipated and provided for in the
24 budget and will normally be authorized by the Board at the beginning of the fiscal year. The Director
25 of Schools/designee shall make all routine purchases without further Board authorization; however, the
26 Board shall be promptly informed if any substantial variation from budgeted estimates becomes
27 necessary.

1 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
2 materials, and equipment in excess of fifty thousand (\$50,000), including those of individual schools,
3 shall be based upon competitive bids.³ These bids shall be solicited by advertisement in a newspaper of
4 general circulation in the district. However, said newspaper advertisement may be waived by the
5 purchasing agent in case of emergency. The purchasing agent shall advertise for bids. However, bids
6 are not required where the purchases will be made from State or Federal GSA Contract. Also, when the
7 purchasing agent deems that the state contract is not in the best interest of the taxpayer, alternative
8 pricing will be obtained.

9 All purchases estimated to be between \$15,000 and \$50,000, including those of individual schools,
10 may be made in the open market without newspaper notice, but shall be based on at least three (3)
11 competitive quotes.³ Any purchases under \$15,000 do not require any quotes.

12 **SPECIAL PURCHASES**

13 Special purchases are those which are not routine, and which may or may not be specifically identified
14 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,
15 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an
16 unusual quantity or nature. All purchases in this category shall require specific prior Board approval on
17 an item-by-item basis. In its approval, the Board may place constraints on the director of schools
18 requiring Board evaluation and/or approval at various steps in the procurement process. This will be
19 determined by the Board on an individual basis depending on the nature of the procurement action.

20 **EMERGENCY PURCHASES**

21 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
22 protect property from damage or to avoid major disruption of educational activities. If within budgetary
23 limits and deemed essential, emergency purchases may be made by the Director of Schools. However,
24 if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Chair
25 shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board
26 shall be advised promptly of all emergency purchases.

27 **PURCHASING OF REAL PROPERTY⁴**

28 **OPTION 1:** The board may request real estate licensees to submit information on real property that could
29 be used by the district as a school location. The board may pay an established finder's fee to the licensee
30 for serving as a facilitator or agent of the seller if the district purchases the real property submitted by
31 the licensee. The district shall establish the criteria to be used by licensees when submitting potential
32 school location sites to the district.

33 **OPTION 2:** The board may enter into an agreement with a real estate licensee for the purpose of receiving
34 information on real property that could be used by the district as a school location. The board may pay
35 an established finder's fee to the licensee if the district purchases real property submitted by the licensee.
36 The district shall establish the criteria to be used by the licensee when submitting potential school
37 location sites to the district.

38

1 PURCHASING OF SURPLUS PROPERTY

2 The Director of Schools and other employees designated by the Board shall be authorized to act for the
3 Board in acquiring federal surplus property through the Tennessee General Services Department for
4 surplus property and in entering into agreements, certifications and covenants of compliance concerning
5 the use of federal surplus property.

6 Further, the Director of Schools is authorized to purchase any needed items through suppliers approved
7 on the state bid list.

8 COOPERATIVE PURCHASING⁵

9 The Board, at its option, will join in cooperative purchasing with other school districts to take advantage
10 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
11 appears to be to the benefit of the district. The availability of money for the fund/account in question
12 should be determined before Purchase Orders are approved.

13 ONLINE PURCHASING

14 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
15 shall be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
16 with the following requirements:

- 17 1. Prior authorization shall be obtained from the Director of Schools before setting up new online
18 accounts, and schools shall maintain a list of accounts;
- 19 2. Online purchases shall be for school purposes and made in accordance with established policies
20 and procedures. School employees are prohibited from making personal purchases even with the
21 intent of reimbursing the school district. School employees are prohibited from using a school's
22 tax-exempt status for personal purchases of any kind;⁶
- 23 3. The availability of money for the fund/account in question shall be determined before purchase
24 orders are approved;
- 25 4. All purchase orders shall be properly filled out and approved prior to a purchase; and
- 26 5. Price quotes shall be obtained where possible and/or practical and retained with other purchase
27 documentation.

28 PURCHASING WITH FEDERAL GRANT FUNDS

29 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
30 proposed expenditure and determine if it is an allowable use of federal grant funds.⁷ The director will
31 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
32 approved.

33 No person officially connected with or employed by the school system may participate in the selection,
34 award, or administration of a contract supported by a federal award if he or she has a real or apparent

1 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
2 any member of his or her immediate family, his or her partner, or an organization which employs or is
3 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
4 personal benefit from a firm considered for a contract. Upon discover of any potential conflict, the
5 director shall disclose the potential conflict to the federal awarding agency in writing.⁸

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 49-2-203; TCA 12-3-1212
4. TCA 62-13-102; TCA 62-13-401
5. TCA 12-3-1205
6. TCA 49-2-608
7. 2 CFR § 200.403
8. 2 CFR § 200.112

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/19/23
		Rescinds: 3.202	Issued: 07/27/22

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ 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.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ 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.³

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 DRILLS⁴**

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 2. An incident command drill; and
- 25 3. An emergency safety bus drill.
- 26
- 27
- 28

1 AED DRILLS⁵

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 or his/her designee shall develop the necessary administrative procedures on
5 AED and CPR training, planning, notification, and maintenance to comply with state law.

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

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 and regulations.

11 REMOTE LEARNING DRILLS⁷

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.

15 TRAINING FOR SUBSTITUTE TEACHERS

16 New substitute teachers shall receive lockdown and school security training within sixty (60) days of
17 start date with the substitute vendor.

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/19/23
		Rescinds: 4.403	Issued: 05/25/23

1 *General*

2 The Rutherford County Board of Education supports principles of intellectual freedom inherent in the
3 First Amendment of the United States.

4 The Assistant Superintendent for Curriculum and Instruction or his/her designee shall be responsible for
5 library collection development. Library materials shall be reviewed to ensure the content aligns with
6 state law and the materials have not been removed previously.¹ The library collection shall adhere to the
7 following criteria:

- 8 1. Materials shall be suitable for and consistent with the educational mission of the school;
9
- 10 2. Materials shall be appropriate for the age and maturity levels of the students who may access
11 them. The determining factor will be based on an assessment of any mature themes or content
12 (i.e., violence, sexual content, vulgar language, substance abuse);
13
- 14 3. Materials shall contain literary, historical, and/or artistic value and merit; and
15
- 16 4. The collection, as a whole, shall offer a variety of viewpoints.

17 The Assistant Superintendent for Curriculum and Instruction shall be responsible for periodically
18 reviewing the district's library collection in line with these established standards.

19 **LIBRARY REVIEW COMMITTEE**

20 Every August, the Board shall approve an eleven (11) member District Library Materials Review
21 Committee, upon recommendation of the Director of Schools and Chair of the Board, to review
22 complaints regarding library materials to determine whether the material is appropriate for the age and
23 maturity levels of the students who have access to the materials and whether the material is suitable for,
24 and consistent with, the educational mission of the school.

25 The Committee shall consist of the following: an elementary, middle, and high school principal; certified
26 library media personnel from elementary, middle, and high school; two (2) classroom teachers, and a
27 parent/guardian from elementary, middle, and high school level of students attending Rutherford County
28 Schools. The Committee shall meet on an as-needed basis to address complaints received by a school
29 or the district.
30

1 COMPLAINTS

2 The complaint shall be limited to one (1) book, and be from a student, a student's parent/guardian, or a
3 school employee and may submit no more than five (5) complaints per academic year.

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a Request for Reconsideration of Library Materials form to
7 the principal and the Assistant Superintendent for Curriculum and Instruction.
- 8
- 9 3. Inform the principal (and other appropriate personnel).
- 10
- 11 4. Keep challenged materials available for use during the reconsideration process.
- 12
- 13 5. Upon receipt of the completed form, the principal and Assistant Superintendent for Curriculum
14 and Instruction shall notify the Director of Schools, who shall notify the Board.
- 15
- 16 6. The principal shall request review of the challenged materials by the District Library Materials
17 Review Committee within twenty-five (25) business days. The principal shall provide the
18 Committee with a copy of the challenged materials. The Committee will inform the principal
19 and the Director of Schools of the review committee's progress. Complaints will be reviewed
20 in the following order if multiple complaints are received contemporaneously: parent/guardian
21 complaints, student complaints, and employee complaints. The Committee may extend the
22 review period beyond twenty-five (25) business days if multiple complaints are received
23 contemporaneously.
- 24
- 25 7. The review committee shall take the following steps after receiving the challenged materials:
26
 - 27 a. Read, view, or listen to the contested material in its entirety;
 - 28 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 29 c. Determine the extent to which the material is appropriate for the age and maturity levels
30 of the students who have access to the materials and whether the material is suitable for,
31 and consistent with, the educational mission of the school; and
 - 32 d. Upon final review at the committee meeting, the members of the committee by,
33 majority vote, will reach a decision.
- 34
- 35 8. The decision of the Committee may be appealed, and the Director of Schools shall report the
36 Committee's decision to the Board. The Board may review the Committee's decision on
37 library material not appealed to the Director of Schools at the next regular board meeting.

38 APPEALS TO THE DIRECTOR OF SCHOOLS

39 The complainant may appeal the Committee's decision to the Director of Schools within fifteen (15)
40 days of receiving notice of the Committee's decision. The Director of Schools shall review the decision
41 made by the Committee and make a determination whether the material is appropriate for the age and
42 maturity levels of the students who have access to the materials and whether the material is suitable for,

1 and consistent with, the educational mission of the school. The decision of the Director of Schools may
2 be appealed to the Board.

3 **APPEALS TO THE BOARD**

4 The complainant may appeal the Director of Schools' decision to the Board within fifteen (15) days of
5 receiving notice of the Director of Schools' decision. The Board shall evaluate the material to determine
6 whether the material is appropriate for the age and maturity levels of the students who have access to the
7 materials and whether the material is suitable for, and consistent with, the educational mission of the
8 school. The decision of the Board is final.

9 **REMOVAL OF LIBRARY MATERIALS**

10 If it is determined by the Committee or on appeal that the material is not appropriate for the age and
11 maturity levels of the students who have access to them or is not suitable for, and consistent with, the
12 educational mission of the school, the material shall be removed from the library collection or restricted
13 to the appropriate grade(s). The committee will make a recommendation to either remove from a specific
14 school library, specific grade band, or all grade bands and district schools.³ The committee, or the
15 Director of Schools or Board on appeal, may require the material to only be accessible to those students
16 that have written permission from their parent or guardian.

17 Any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or
18 image of a person or portion of the human body, which depicts nudity, sexual conduct, excess violence,
19 or sado-masochistic abuse, and which is harmful to minors as defined by state law shall be immediately
20 removed from all libraries within the school district.⁴ Any book, pamphlet, magazine, printed matter,
21 however reproduced, or sound recording, which contains nudity, sexual conduct, excess violence, or
22 sado-masochistic abuse or which contains explicit and detailed verbal descriptions or narrative accounts
23 of sexual excitement, sexual conduct, excess violence, or sado-masochistic abuse, and which is harmful
24 to minors as defined by state law, shall be immediately removed from all libraries within the school
25 district.⁴

- 26 1. The above section(s) applies to any description or representation, in whatever form, of nudity,
27 sexual excitement, sexual conduct, excess violence or sadomasochistic abuse when the matter
28 or performance:
- 29 A. Would be found by the average person applying contemporary community standards to
30 appeal predominantly to the prurient, shameful or morbid interests of minors;
 - 31 B. Is patently offensive to prevailing standards in the adult community as a whole with
32 respect to what is suitable for minors; and
 - 33 C. Taken as whole lacks serious literary, artistic, political or scientific values for minors;

34 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.
35 A notation will be added in the library database regarding the removed book.

36 **MATURE READING LIST**

37 A mature reading list will be included for all middle and high school libraries. To access mature reading
38 materials, parents are required to opt-in for children under the age of eighteen (18) allowing them to

1 check out materials from the mature reading list. Said opt-in will be provided on the student information
2 system during student enrollment and verification.

3

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472
3. TCA 49-6-3803
4. TCA 39-17-901, 39-17-911

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 07/27/22
		Rescinds: 4.406	Issued: 08/12/21

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **Employees**

5 Before any employee is allowed use of the District's internet or intranet access, the employee shall sign
6 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions
7 of such use. Any employee who accesses the district's computer system for any purpose agrees to be
8 bound by the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • **Accessing**, sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming, or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work, or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the internet
 - 26 • **Bypassing or attempting to bypass any security mechanism or network filters**

27 **Students**

28 The Director of Schools shall develop and implement procedures for appropriate internet use by students.
29 Procedures shall address the following:

- 30 1. General rules and ethics of internet use; and
- 31 2. Prohibited or illegal activities, including, but not limited to:¹
 - 32 • **Accessing**, sending or displaying offensive messages or pictures

- 1 • Using obscene language
- 2 • Harassing, insulting, defaming, or attacking others
- 3 • Damaging computers, computer systems or computer networks
- 4 • Hacking or attempting unauthorized access
- 5 • Violation of copyright laws
- 6 • Trespassing in another's folders, work, or files
- 7 • Intentional misuse of resources
- 8 • Using another's password or other identifier (impersonation)
- 9 • Use of the network for commercial purposes
- 10 • Buying or selling on the internet
- 11 • Bypassing or attempting to bypass any security mechanism or network filters

12 INTERNET SAFETY MEASURES²

13 Internet safety measures shall be implemented that effectively address the following on District
14 supported devices:

- 15 • Controlling access by students to inappropriate matter on the internet
- 16 • Safety and security of students when they are using electronic mail, chat rooms, and other
17 forms of direct electronic communications
- 18 • Preventing unauthorized access, including "hacking" and other unlawful activities by
19 students online
- 20 • Unauthorized disclosure, use, and dissemination of personal information regarding
21 students
- 22 • Restricting students' access to materials harmful to them

23 The Director of Schools/designee shall establish a process to ensure the District's education technology
24 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
25 include, but not be limited to:

- 26 • Utilizing technology that blocks or filters internet access (for both students and adults) to
27 material that is obscene or pornographic³
- 28 • Prohibiting and preventing a user from sending, receiving, viewing, or downloading
29 materials that are deemed to be harmful to minors⁴
- 30 • Maintaining and securing a usage log
- 31 • Monitoring online activities of students²

32 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to
33 address and communicate its internet safety measures.²

34 Annually, a notification about the use of the internet and technology will be provided to
35 parents/guardians and students. Parents/guardians may choose to opt-out and disallow their student from
36 accessing the internet or technology by opting out on the provided form and confirming the request with
37 the District Office of Instructional Technology.

38 Complaints alleging a violation of the internet safety measures shall be submitted to ~~Assistant~~
39 ~~Superintendent for Curriculum and Instruction~~ Chief Academic Officer. All complaints shall be
40 reviewed to determine how to appropriately respond.

1 E-MAIL

2 Users with network access shall not utilize district resources to establish electronic mail accounts through
3 third-party providers or any other nonstandard electronic mail system. All data including e-mail
4 communications stored or transmitted on school system computers shall be monitored.
5 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
6 may be a public record under the public records law and may be subject to public inspection.⁵

7 INTERNET SAFETY INSTRUCTION⁶

8 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
9 computer resources. The Director of Schools shall provide adequate in-service instruction on internet
10 safety. Parents/guardians and students will be provided with material to raise awareness of the dangers
11 posed by the internet and ways in which the internet may be used safely.

12 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
13 with the existing disciplinary procedures of this District.

14 VENDOR CONTRACTS³

15 Prior to entering into any contract for the provision of digital or online materials created or marketed for
16 pre-kindergarten through grade twelve (PK-12), the district shall obtain an assurance that the vendor
17 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
18 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user
19 from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(I); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

Cross References

- Use of Email 1.805
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

Rutherford County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 07/19/23
		Rescinds: 5.106	Issued: 07/22/21

1 **APPLICATION**

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

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

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the Board
 12 the first time such applicant applies for a position with the Board. If a successful applicant does not
 13 remain employed with the Board for a period of six (6) months, then the costs of the background check
 14 will be withheld from his/her last regular paycheck. All applicants shall be advised that all hiring
 15 decisions are contingent upon satisfactory background check results.

16 *Professional Employees*

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

22 No person shall be employed:

- 23 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
 24 of Education;⁶
- 25 2. Who has been identified by the Department of Children’s Services, or on a similar registry in
 26 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
 27 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 28 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 29 of Health, or on a similar registry in another jurisdiction;⁷
- 30 4. ~~Who does not present a certificate from a licensed health care provider showing a satisfactory~~
 31 ~~physical examination or who has a contagious or communicable disease in such form that might~~

- 1 ~~endanger the health of school children, subject to the provisions of the Americans with~~
2 ~~Disabilities Act and the associated regulations;~~⁸
3 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
4 and of the United States of America;⁹
5 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
6 employment for cause; or
7 7. Who does not receive a satisfactory background check.¹⁰

8 *Support Employees*

9 The application process shall be in accordance with procedures approved by the Director of Schools.
10 Procedures for screening, interviewing, and employment shall be defined or approved by the Director of
11 Schools. All employment shall be done in a fair and equitable manner. There shall be no discrimination
12 on the basis of sex, race, national origin, religion, age or disabilities.

13 No person shall be employed:

- 14 1. Who has any contagious or communicable disease in such form that might endanger the health
15 of the children, subject to the provisions of the Americans with Disabilities Act and the associated
16 regulations;⁸
17 2. Who has been identified by the Department of Children's Services, or on a similar registry in
18 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
19 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
20 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
21 of Health, or on a similar registry in another jurisdiction;⁷
22 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
23 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
24 employment for cause; or
25 6. Who does not receive a satisfactory background check.¹⁰

26 **EMPLOYMENT**

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

29 No person who has any contagious or communicable disease in a form that might endanger the health
30 of school children shall teach in any school, and any teacher must submit to a physical examination by
31 a competent physician when so required by the Board.

32 *Initial Employment for Professional Employees*

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

37 *Support Employees*

1 Each person hired in a regular non-certified position shall be required to successfully complete a
2 probationary period of six (6) months.¹² The probationary period shall be an essential part of the
3 employment process, and shall be utilized for the most effective adjustment of a new employee. This
4 probationary period may preclude the permanent hiring or promotion of any employee whose
5 performance does not meet the required standard of work.

6

7

Legal References

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

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 09/18/19
		Rescinds: 5.303	Issued: 11/20/14

1 Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee
2 and the rules and regulations of the State Board of Education.

3 The Director of Schools shall develop procedures for granting personal leave to employees.
4

5 ~~Any personal leave remaining unused at the end of a year shall be credited to sick leave except in the~~
6 ~~case of the following circumstances:¹~~

- 7 ~~1. Certified personnel with ten (10) to fifteen (15) years of experience shall be able to retain~~
8 ~~up to three (3) earned personal days. One (1) of those days, if available, will roll over from~~
9 ~~the previous year.~~
- 10 ~~2. Certified personnel with sixteen (16) to twenty five (25) years of experience shall be able to~~
11 ~~retain up to four (4) earned personal days. Two (2) of those days, if available, will roll over~~
12 ~~from the previous year.~~
- 13 ~~3. Certified personnel with twenty six (26) or more years of experience shall be able to retain~~
14 ~~five (5) earned personal days. Three (3) of those days, if available, will roll over from the~~
15 ~~previous two (2) years.~~

16 All certified personnel shall be able to retain up to five (5) earned personal days. Any personal leave
17 days beyond the five (5) shall be credited as sick leave.

18 If, at the termination of services, any employee has been absent for more days than leave has been earned,
19 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
20 payment.²

21 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 22 1. Except in emergency, each employee shall give the principal/supervisor at least one day's notice
23 in writing of intent to take leave;
- 24 2. The approval of the principal of the school shall be required:³
 - 25 a. If more than ten percent (10%) of the teachers in any given school request its use on the
26 same day;
 - 27 b. If requested during any prior established student examination period;
 - 28 c. If requested on the day immediately preceding or following a holiday or vacation period;

- 1 d. If personal leave is requested for days scheduled for professional development or in-
2 service training, according to a school calendar adopted by the local board of education
3 prior to the commencement of the school year; or
- 4 e. If personal leave is requested for days scheduled for parent-teacher conferences,
5 according to a school calendar adopted by the local board of education prior to the
6 commencement of the school year.
- 7 Professional leave is a short, temporary absence for the purpose of attending workshops and other
8 meetings relating to school business or serving on boards and commissions which meet during daytime
9 hours when appointed by a mayor, city council, county executive or county commission.³
- 10 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711 (c)(1)
3. TCA 49-5-205

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Sabbatical Leave</h2>	Descriptor Code: 5.308	Issued Date: 09/18/19
		Rescinds:	Issued:

- 1 Certified ~~and classified~~ employees shall be entitled to a leave of absence without pay not exceeding one
- 2 (1) year to further education on a full-time basis, provided such academic work entails a minimum of
- 3 nine (9) hours per semester. No certified ~~and classified~~ employees shall be eligible for more than one (1)
- 4 sabbatical leave every seven (7) years of consecutive service with the school district. **Certified employees**
- 5 **must have five (5) years or more of service to be entitled to qualify for sabbatical leave.**

- 6 Additionally, certified employees must apply **in writing to the Human Resources Department** no later
- 7 than **April 1st May 31st** for leave during the next fiscal school year. Proof of enrollment and completion
- 8 of courses must be provided each semester, and the program of study must be an advanced study in
- 9 education beyond the employee's current degree attained. Employee must return and work for the
- 10 district for a minimum of one (1) year after sabbatical has ended. Educational leave is not automatically
- 11 granted **by the Director of Schools.** Factors to be considered are: current position, availability of an
- 12 interim replacements, budget, school needs, and other factors that impact student achievement.

- 13 **Certified employees shall have the opportunity to continue participation, at their own expense, in group**
- 14 **insurance plans subject to the restrictions of the insurance carrier. Arrangements for direct payment**
- 15 **shall be made by the employee in writing to Human Resources.**

- 16 **This leave shall in no way charge a certified employee's status for reduction-in-force procedures.**

Cross References

Long-Term Leaves of Absence for Professional Personnel
5.304

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 02/18/21
		Rescinds: 6.3041	Issued: 07/28/20

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:** Pierrecia Lyons

18 **Mailing address:** 2240 Southpark Drive, Murfreesboro, Tennessee 37128

19 **Phone number:** 615-893-5812

20 **Email:** lyonsp@rcschools.net

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

1 **GRIEVANCE PROCESS**

2 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
3 Title IX Coordinator shall:

- 4 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 5
- 6 2. Consider the complainant's wishes with respect to supportive measures;
- 7
- 8 3. Inform the complainant of the availability of supportive measures; and
- 9
- 10 4. Explain the process for filing a formal complaint.¹⁰

11 While the school district will respect the confidentiality of the complainant and the respondent as much
12 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
13 be consistent with the school district's legal obligations and the necessity to investigate allegations of
14 harassment and take disciplinary action.

15 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
16 process has been completed. Unless there is an immediate threat to the physical health or safety of any
17 student arising from the allegation of sexual harassment that justifies removal, the respondent's
18 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
19 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
20 keep the Director of Schools informed of any employee respondents so that he/she can make any
21 necessary reports to the State Board of Education in compliance with state law.¹³

22 **Complaints**

23 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
24 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
25 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
26 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

27 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
28 notification shall be made per the board policy on reporting child abuse.

29 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 30 1. Provide written notice of the allegations, and the grievance process to all known parties to give
31 the respondent time to prepare a response before an initial interview;
- 32
- 33 2. Inform the parties of the prohibition against making false statement or knowingly submitting
34 false information;
- 35
- 36 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 37
- 38 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Title IX Coordinator, and as needed, principals, shall serve as the investigator/s and be responsible
5 for investigating complaints in an equitable manner that involves an objective evaluation of all relevant
6 evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility
7 rests on the school district and not the complainant or respondent.

8 ~~Once a complaint is received~~ Once a respondent has received sufficient notice of the formal complaint,
9 no less than ten (10 days), the investigator shall initiate an investigation within forty-eight (48) hours of
10 receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator
11 shall provide the Title IX Coordinator, or, if the Title IX Coordinator is the investigator, the Director of
12 Schools, with appropriate documentation detailing the reasons why the investigation was not initiated
13 within the required timeframe.

14 All investigations shall be completed within ~~twenty (20)~~ sixty (60) calendar days from the receipt of the
15 initial complaint. If the investigation is not complete within ~~twenty (20)~~ sixty (60) calendar days, the
16 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
17 why the investigation has not been completed.

18 All investigations shall:

- 19 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 20 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
21 and present relevant evidence;
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25 4. Provide the parties with the same opportunities to have others present during any grievance
26 proceeding;
- 27 5. Provide to parties whose participation is requested written notice of the date, time, location,
28 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
29 for the party to prepare to participate;
- 30 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
31 the allegations in the formal complaint; and
- 32 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 33 a. Prior to the completion of the investigative report, the investigator shall send to each
34 party the evidence subject to inspection and review. All parties shall have at least ten
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1 (10) days to submit a written response which shall be taken into consideration in
2 creating the final report.

3 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
4 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
5 process. At the close of the investigation, a written final report on the investigation will be delivered to
6 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
7 Director of Schools.

8 **Determination of Responsibility**¹⁹

9 The respondent is presumed not responsible for the alleged conduct until a determination regarding
10 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of the evidence
11 standard shall be used in making this determination.²¹

12 The Assistant Superintendent of Human Resources and Support Services and/or his/her designee shall
13 act as the decision-maker. He/she shall receive the final report of the investigation and allow each party
14 the opportunity to submit written questions that he/she wants asked of any party or witness prior to the
15 determining responsibility.

16 The decision-maker shall make a determination regarding responsibility and provide the written
17 determination to the parties simultaneously along with information about how to file an appeal.

18 A substantiated charge against a student may result in corrective or disciplinary action up to and
19 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
20 and including termination.

21 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
22 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
23 whether any other actions are necessary to prevent reoccurrence of the harassment.

24 **APPEALS**²²

25 Either party may appeal from a determination of responsibility based on a procedural irregularity that
26 affected the outcome, new evidence that was not reasonably available at the time of the determination
27 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
28 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
29 Coordinator within ten (10) days of a determination of responsibility.

30 Upon receipt of an appeal, the Title IX Coordinator shall:

- 31 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 32 33 2. Notify the parties in writing.

34 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
35 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing

1 the result of the appeal and the rationale for the result. The written decision shall be provided
 2 simultaneously to both parties.

3 **RETALIATION**²³

4 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 5 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 07/19/23
		Rescinds: 6.402	Issued: 07/22/21

1 PHYSICAL EXAMINATIONS¹

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

- 3 1. Entering school for the first time. This applies to kindergarten, first grade and other students for
4 whom there is no health record. However, the enrollment of any student deemed to be homeless
5 may not be denied or delayed because of the student's lack of a medical examination or
6 immunization records.
- 7 2. Participation as a member of any athletic team or in any other strenuous physical activity program.
8 A physical shall be required prior to any level of participation on athletic teams including, but not
9 limited to, on- or off-season conditioning, practices, and/or games.
- 10 3. Physical examinations are required for students participating in any club that involves physical
11 exertion or athletic activity, including but not limited to, rugby, ultimate frisbee, dance/half-timers,
12 walking clubs, archery, etc.

13 Cost of the examination shall be borne by the parent or guardian of the student and the exam must have
14 been completed within one year prior to the enrollment or participation. These records shall be on file
15 in the principal's office.

16
17 Screening tests as required by the Tennessee Department of Education and the Department of Health
18 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
19 a condition that might interfere with the student's progress. Parents will receive notification prior to any
20 health screening. Parent(s)/guardian(s) may excuse their student from participating in health screenings
21 that are part of a coordinated school health program by submitting a request in writing to the school
22 nurse, instructor, school counselor, or principal.³

23 IMMUNIZATIONS

24 No students entering school, including those entering kindergarten or first grade, those from out-of-state
25 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
26 as determined by the Commissioner of Health unless circumstances outlined in state or federal law
27 prevent a student from producing such records. It is the responsibility of the parents or guardians to have
28 their children immunized and to provide such proof to the principal of the school which the student is to
29 attend.⁴

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

- 3 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
4 epidemic*; or
- 5
6 2. Due to medical reasons if such child has a written statement from his/her doctor excusing him
7 from such immunization.⁶
- 8

9 Furthermore, the enrollment of any student deemed homeless may not be denied or delayed because of
10 the student's lack of a medical examination or immunization records.

11 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

12 A list of transfer students shall be kept at each school throughout the school year in order that their
13 records can be monitored by the Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-1-13-.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/csh_school_health_screening_guidelines.pdf
; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2), Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Prevention and Treatment of Sports Related Concussions	Descriptor Code: 6.413	Issued Date: 03/08/23
		Rescinds: 6.413	Issued: 11/15/16

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order
2 to ensure the safety of students that participate in interscholastic athletics, it is imperative that student
3 athletes, coaches, and parents are educated about the nature and treatment of sports related concussions.
4 The board recognizes that concussions can be a serious health issue and should be treated as such.

5 The board adopts the guidelines and other pertinent information and forms developed by the Tennessee
6 Department of Health to inform and educate coaches, school administrators, student athletes, and
7 parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These
8 guidelines and materials may be viewed on the Department of Health's website and shall be made
9 available to interested parties through the Central Office.

10 This policy shall govern all activities and those individuals involved in those activities which constitute
11 an organized athletic game or competition against another team or in practice or preparation for an
12 organized game or competition. It does not govern those activities or individuals involved in those
13 activities which are entered into for instructional purposes only or those that are incidental to a
14 nonathletic program or lesson.

15 **REQUIRED TRAINING** ¹

16 The director of schools shall ensure that each school's athletic director and coaches, employed or
17 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This
18 course may be accessed online at www.nfhslearn.com.

19 Prior to the annual initiation of practice or competition, the following persons must review and sign a
20 concussion and head injury information sheet approved by the Tennessee Department of Health: the
21 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and
22 each coach, employed or volunteer.

23 In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)
24 / guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee
25 Department of Health. A form confirming this review shall be signed and returned by the student athlete,
26 if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for
27 athletes younger than eighteen (18) years of age.

28 All documentation of the completion of a concussion recognition and head injury safety education course
29 program and signed concussion and head injury information sheets shall be maintained by the director
30 of schools or his/her designee for a period of three (3) years.

1 **Removal from Athletics²**

2 ~~Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during~~
3 ~~an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare~~
4 ~~professional, if available, and if not, by the coach or other designated individuals.~~

5 ~~No student athlete who has been removed from an athletic activity or competition due to a concussion~~
6 ~~or suspected concussion shall be allowed to return to any supervised team activities involving physical~~
7 ~~exertion, including games, competitions, or practices, until the student athlete has been evaluated by and~~
8 ~~received written clearance on forms approved by the Department of Health from a licensed health care~~
9 ~~provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical~~
10 ~~doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training.³~~

11
12 Any student who shows signs, symptoms, and/or behaviors consistent with a concussion during an
13 athletic activity or competition shall be immediately removed. The school shall have the player examined
14 by the school's designated healthcare provider. If the designated healthcare provider determines that the
15 student has not sustained a concussion, the player may return to the activity or competition. Designated
16 Healthcare Providers: Certified Athletic Trainer, Certified Nurse Practitioner, Physician Assistant,
17 Doctor of Medicine, or Osteopathic Physician

18
19 If the school does not have immediate access to a designated healthcare provider, or if the school's
20 designated healthcare provider suspects the athlete may have a concussion, the athlete shall be removed
21 from the athletic activity or competition. If the athlete is removed from the athletic activity or
22 competition, the only means for an athlete to return to practice or play is for the student to be evaluated
23 and receive written clearance by a licensed medical doctor (M.D.), Osteopathic Physician (D.O.), or a
24 Clinical Neuropsychologist with Concussion Training on forms approved by the Department of Health
25 for a full or graduated return. Until this form is received, no student-athlete who has been removed from
26 athletic activity or competition due to a concussion or suspected concussion shall be allowed to return
27 to any supervised team activities involving physical exertion, including games, competitions, or
28 practices. Schools must keep this form on file.

29 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
30 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
31 observed.

32 The Director of schools or his/her designee shall ensure that all protocols approved by the Tennessee
33 Department of Health or required by law relative to the provisions of this policy are followed and
34 implemented within each school.

Legal References

1. TCA 68-55-502(b)(1)(B)
2. TCA 68-55-502(b)(1)(F)
3. TCA 68-55-501

Rutherford County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date:
		Rescinds:	Issued:

- 1 The Board may engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will
- 4 detail:
 - 5 1. The specific objectives to be accomplished by the consultant;
 - 6 2. The specific tasks to be performed;
 - 7 3. The procedures to be used in carrying out the tasks;
 - 8 4. The target dates for the completion of tasks; and
 - 9 5. The method to be used to report results to the Board and/or to deliver any product to the Board.
- 10 The Director of Schools will establish procedures necessary to develop an efficient working
- 11 relationship between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Estimating Facility Costs 3.209

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Site Selection and Acquisition	Descriptor Code: 2.9002	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 School facilities occupy a prominent place in the community. The selection of a school site or other
2 property for school system use should meet the educational needs of the system. Size, location, health
3 and safety issues, topography and population needs will be considered to ensure proper location of
4 facilities.

5 The purpose of this policy is to direct the process of obtaining property for school system use.

6 **I. STANDARDS**

7 **A. Determination of Need**

8 The need for a site is determined by numerous factors, including, but not limited to, overcrowding
9 of existing buildings, projected enrollment, observed and anticipated increase in development, census
10 data relating to size of families, and changes in facility needs to keep pace with program or system
11 requirements. Trends in present and future availability and price of land and infrastructure will be used
12 to determine the optimum time for acquiring sites at the least cost to the taxpayers.

13 **B. Considerations for School Sites**

14 The process for selecting new school sites should consider the following:

- 15 1. Sufficient and appropriate acreage to provide the anticipated educational program as well
16 as parking, playing fields, and accommodations for community use. The Director of
17 Schools will recommend guidelines for the acreage of school sites of each organizational
18 level.
- 19 2. Restrictions on the location of school service areas such as neighborhood boundaries and
20 the presence of reasonably well-defined geographic barriers which constitute impractical
21 or hazardous crossing conditions, such as major highways, railroad tracks, large bodies
22 of water, etc.
- 23 3. The prescribed limits which a child is expected to walk to school, if walking is desirable,
24 beyond which transportation must be provided.

- 1 4. The desirability of maintaining sufficient flexibility in site location to allow for
2 population migration and/or possible changes in future educational programs for staffing
3 requirements.
- 4 5. Economic considerations in developing a pattern for school facilities which will result in
5 the greatest degree of facility utilization while providing optimum learning environments.

6 C. Location of Sites

- 7 1. Selection of proposed sites is to be based upon relevant regulations to ensure proper
8 location and maximum utilization of the facility. Applicable guidance and regulations
9 include, but are not limited to, the School System's master plans as well as regulations
10 pertaining to subdivision, roads, wetlands, and stormwater management.
- 11 2. School sites should be as central as possible to the ultimate area to be served by the school
12 in order to minimize long-range transportation requirements, reduce the need for some
13 children to walk disproportionate or long distances, and enhance the ability of the greatest
14 number of children to participate in after-school activities.
- 15 3. Location of school sites near industrial or employment complexes should be avoided in
16 order to minimize traffic hazards, disturbing noises, odors, smoke and fumes. School sites
17 planned for a part of a mixed use community may be considered.
- 18 4. All school sites should have frontage on or egress to a public road or street to obtain a
19 reasonable means of vehicular egress.
- 20 5. Consideration of property for acquisitions must be in designated growth areas.

21 D. Physical Properties of Sites

22 The site must be suitable for the economical construction of the proposed facility.

- 23 1. Generally, a Phase 1 Environmental Site Assessment should be conducted prior to
24 acquisition to determine suitability.
- 25 2. Safe pedestrian and vehicular access should be reasonably attainable.
- 26 3. The shape of a school site should be suitable for school construction and use. Elongated
27 and extreme shapes should be avoided.
- 28 4. The topography of the site should facilitate property drainage and allow for economical
29 grading costs at the time the site is developed.
- 30 5. Consideration should be given as to whether public water and sewer are available, and if
31 not, whether onsite water and sewer service meeting regulatory requirements are
32 reasonably attainable.

1 E. Approval of Sites

2 1. Procedures for the identification and acquisition of sites must comply with state and local
3 laws and regulations and include the following:

4 a. Preliminary consultation with school staff.

5 b. Consideration and recommendations by the Director of Schools.

6 2. To purchase property, the school system should only deal with the owner of the property,
7 the owner's licensed realtor, or the owner's attorney. Proof of ownership is required. If
8 dealing with owner's licensed realtor, proof of seller agency agreement is also required.

9 3. When authorized by the Board, the site may be acquired.

10 **II. COMPLIANCE**

11 A. The Director of Schools is responsible for recommending property for acquisition to the
12 Board. Any parcels of land must be vetted by Director's designee before presenting the land
13 before the Board.

14 B. The Director or his/her designee is responsible for directing staff on all matters relating to
15 site acquisition.

16 **III. DELEGATION OF AUTHORITY**

17 The Director of Schools is authorized to develop procedures to implement this policy.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112th Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

Cross References

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Resource Officers (SROs) Involvement and Curriculum Implementation	Descriptor Code: 3.2051	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 This policy outlines the involvement of School Resource Officers (SROs) in promoting student safety,
2 well-being, and education within Rutherford County Schools. It establishes specific participation
3 guidelines for elementary, middle, and high school levels, focusing on character education, legal
4 awareness, and proactive safety measures.

5 Elementary School:

- 6 a. SROs will actively participate in a character-based curriculum, consisting of six lessons per
7 period for K, 2nd, and 4th grades and two extra classes added for 1st, 3rd, and 5th grades.
- 8 b. Character education lessons will cover topics such as respect, honesty, responsibility, kindness,
9 empathy, and citizenship.
- 10 c. SROs will collaborate with elementary school staff to deliver engaging and age-appropriate
11 lessons that reinforce positive character traits and foster a safe and supportive learning
12 environment.

13
14 Middle School and High School:

- 15 a. SROs will conduct designated two 50-minute sessions at the beginning of the school year to
16 educate students on legal issues, safety protocols, and proactive measures.
- 17 b. These sessions will focus on discussing behaviors that could lead to arrest, legal consequences,
18 and appropriate responses in various situations.
- 19 c. Middle school and high school students will participate in two classes per semester, addressing
20 topics such as drug prevention, awareness of substance abuse, and understanding the
21 consequences of illegal activities.
- 22 d. Additional topics covered at the high school level may include the dangers of drug and alcohol
23 abuse, safe dating, and self-defense strategies.
- 24 e. SROs will utilize interactive and engaging teaching methods to facilitate student participation
25 and comprehension of the material.

26
27 Implementation:

- 28 a. Curriculum development and scheduling of SRO involvement will be coordinated between
29 school administrators, teachers, and law enforcement agencies.
- 30 b. Elementary school curriculum materials will be provided by the SRO, with input and guidance
31 from SROs to ensure alignment with safety and character education objectives.
- 32 c. Middle and high school sessions will be scheduled at the beginning of each school year, with
33 ongoing collaboration between SROs and school staff to address emerging issues and concerns.

- 1 d. Documentation of SRO involvement and curriculum implementation will be maintained for
- 2 monitoring, evaluation, and continuous improvement purposes.
- 3 e. If an SRO fails to comply or is unavailable per policy requirements, the director will
- 4 collaborate with the Sheriff to address the non-compliance issue with the SROs.

Legal References

- 1.

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Resource Officers (SROs) and Nursing Staff Participation in Safety Days	Descriptor Code: 3.2052	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The participation of School Resource Officers (SROs) and nursing staff in Safety Days for Rutherford
 2 County Schools is mandated to include a dedicated block of time, lasting one and a half to two hours,
 3 with 45 minutes earmarked for nursing staff and the remaining time dedicated to SROs. During this
 4 allocated time, the SROs will comprehensively address safety protocols and guidelines, encompassing
 5 procedures for emergency scenarios like active shooter situations, while allowing the nursing staff to
 6 focus on medical emergencies, student referrals to the nurse, and conducting demonstrations of first aid
 7 techniques, including tourniquet procedures.

- 8 1. Enhanced Preparedness: By actively Incorporating both School Resource Officers (SROs) and
 9 nursing staff into Safety Days, ensures comprehensive preparedness, ensuring that staff are
 10 well-versed in emergency procedures, evacuations, as well as protocols for seeking medical
 11 attention, including the process for sending children to nurses' office and addressing minor
 12 emergencies effectively.
- 13 2. Expert Guidance: SROs and nurses possess specialized training and expertise in emergency
 14 response, making them valuable resources for educating school communities on safety
 15 protocols.
- 16 3. Proactive Approach: Regular review of safety procedures promotes a proactive approach to
 17 school safety, empowering individuals within the school community to recognize and respond
 18 to potential threats and emergencies.
- 19 4. Community Engagement: Involving SROs and nurses in Safety Days fosters positive
 20 relationships between law enforcement and medical staff and the school community, enhancing
 21 trust and collaboration in matters of safety, emergencies, and security.

22
 23 **Implementation:**

- 24 1. Two safety days are scheduled annually in January and August during the academic year, with
 25 coordination between the Safety Director, Health Services Coordinator, school administration,
 26 and law enforcement to ensure the availability of School Resource Officers and nursing staff
 27 for comprehensive safety preparedness.
- 28 2. During Safety Days, a dedicated block of time, lasting one and a half to two hours, will be
 29 allocated for SRO-led sessions covering safety procedures and guidelines and 45 minutes
 30 designated for nurse-led session.
- 31 3. Safety Days for SROs:
 - 32 a. For August Safety, SROs will deliver comprehensive presentations that include
 33 information on emergency response protocols, evacuation procedures, lockdown drills,
 34 and specific actions to take in the event of an active shooter incident.

- 1 b. For January Safety Day, SROs will facilitate a table talk session with the crisis team,
2 including the relocation, crisis, and evacuation teams.
- 3 4. Safety Days for Nurses:
- 4 a. For August safety day, nurses will deliver a 45-minute PowerPoint presentation
5 outlining emergency protocols, procedures for sending students to the nurse,
6 administering epinephrine pens, and conducting first aid demonstrations, including
7 tourniquet application.
- 8 5. Interactive elements, such as scenario-based exercises and Q&A sessions, may be incorporated
9 to facilitate active engagement and reinforce learning.
- 10 6. Documentation of SRO participation and nursing staff in Safety Days, including session
11 content and attendee feedback, will be maintained for review and continuous improvement
12 purposes.
- 13 7. In the event of a district-wide safety meeting, the time allocated for SROs may be subject to
14 change to accommodate the obligations and priorities established by the Director and Board.

Legal References

- 1.