

**Committee  
Members**

*Chairwoman,*  
**Claire Maxwell**

*Vice Chairwoman,*  
**Frances Rosales**

**Tammy Sharp**

**Caleb Tidwell**

**Katie Darby**

**Butch Vaughn**

**Stan Vaught**

**Dr. Kay Martin**

**Dr. Mark Gullion**

**Larry Creasy**

**Missy Blissard**

**Sue E. Lee**

**Monica Carr**

**Jason Scales**

**Joe Hardman**

**Dr. James  
Sullivan**

**Monika Ridley**

**Jeff Reed**

**SPECIAL CALLED POLICY COMMITTEE MEETING**

**AGENDA**

**5:00 p.m.**

**January 15, 2025**

**Claire Maxwell, 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 1.703 – School Attendance Zones and Exemptions**  
For discussion.
- b. Policy 2.805 – Purchasing**  
Postponed from meeting on 10/15/2024.
- c. Policy 2.808 – Purchase Orders and Contracts**  
Adds language of exemptions from purchase order requirement.
- d. Policy 4.603 – Promotion and Retention**  
Adds language regarding requests for retention to be in writing pursuant to State Board of Education regulation.
- e. Policy 4.605 – Graduation Requirements**  
Postponed from meeting on 10/15/2024.
- f. Policy 5.118 – Background Investigations**  
Adds language regarding background checks and FBI rap back program for employees and other individuals having proximity to students.
- g. Policy 5.500 – Discrimination/Harassment of Employees**  
Postponed from meeting on 10/15/2024.
- h. Policy 6.204 – Attendance of Non-Resident Students**  
Clarifies geography boundary for non-resident students.

**6. Adjournment**

# Rutherford County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## **School Attendance Zones and Exemptions**

Descriptor Code:

**1.703**

Issued Date:

**12/15/22**

Rescinds:

**1.703**

Issued:

**11/11/21**

### **I. Residence**

The legal residence of the student must be in Rutherford County. Legal residence is defined as the primary domicile of the student's custodial parent(s) or legal guardians. A copy of the court document establishing guardianship or legal custody shall be filed with the school. The custodial parent or legal guardian of each student shall be required to submit proof (i.e. telephone bills, electric bills, property tax receipts, etc.) that they reside in Rutherford County. The residence of those students deemed to be "homeless" and/or illegal aliens will be determined in accordance with federal law.

### **II. Attendance Areas**

Student assignment shall be based on attendance transportation zones as adopted by the Rutherford County Board of Education. The student shall attend the school located in the school zone of the student's legal residence. The Rutherford County Board of Education will provide transportation within an attendance transportation zone.

### **III. Transfers**

The principal of any school accepting a student by transfer from another school by reason of the family changing place of residence within a semester, must be satisfied the family is actually residing within the area served by the school before enrolling the student.

Students who move out of their transportation/attendance zone, are to attend the school zone of their new legal residence.

### **IV. Zone Exemptions**

- A. Before February 1 of each school year, the district's instruction staff and principals will identify which schools that, based on the school's capacities per grade, class and program levels, have space available to serve additional students. In determining available space at the class level, the school district will use averages specified in TCA 49-1-104, building capacity, and other appropriate considerations.
- B. The number of spaces available for enrollment in each school by grade, class, and program levels will be posted on the district's website at least fourteen (14) days before the beginning of the open enrollment period. A reasonable amount of enrollment spaces will be reserved to

1 accommodate the potential enrollment of students who may relocate within the respective school  
2 zone, students who may have a sibling enrolled at the respective school, and students who may  
3 have a parent who teaches at the respective school.  
4

- 5 C. For a minimum of thirty (30) calendar days between December and April of each school year,  
6 parents/guardians may request that his/her child attend a school within the system other than the  
7 one which the child is zoned using the zone exemption application process, which will be posted  
8 on the district's website.  
9
- 10 D. The specific procedures will be developed and approved by the Director of Schools, and the  
11 process will be overseen by the Director's designee.  
12
- 13 E. At the end of the open enrollment period, the district will approve an application for transfer if  
14 space is available for the student at the requested school. If the number of applications for transfer  
15 to a school exceeds the number of spaces available for enrollment in the school at the building,  
16 grade, class, or program level, the school district will conduct a lottery to select the students who  
17 may transfer to the school.  
18
- 19 F. The Director of Schools may consider administrative placement of students on a case-by-case  
20 basis for extreme hardship situations.
- 21 G. No one is authorized to grant an exemption to applicable school zones other than those specified  
22 in this policy.
- 23 H. If an attendance zone exemption is granted, transportation must be provided by the custodial  
24 parents or legal guardian to the school outside the attendance transportation zone. Bus  
25 transportation will not be provided to or from the out-of-zone school.
- 26 I. This policy does not in any way prohibit an M-team, the childcare development advisory  
27 committee, or the disciplinary hearing committee from making program recommendations for  
28 students at any time during the school year.
- 29 J. Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be reassigned  
30 to their school of zone immediately.
- 31 K. School personnel who knowingly allow or encourage a student to violate the school zone line  
32 without an exemption having previously been granted shall be disciplined.
- 33 L. If a student is granted a zone exemption, the student will be permitted to continue to attend the  
34 new school in subsequent years based upon the exemption unless the exemption is granted for a  
35 student to participate in a program of study. If the exemption was based on a particular program  
36 of study, the student must remain in the program until completion. Any zone exemption granted

1 may be reviewed at any time by the Director of Schools, school principal(s) or any other  
2 administrator. A granted zone exemption is subject to revocation upon the recommendation of  
3 the principal(s) of the school. Factors to be considered in revoking a zone exemption include, but  
4 are not limited to, disciplinary matters, student attendance, academic progress and/or any other  
5 circumstance affecting the good order and discipline of the school.

6 M. After a student has enrolled in one school, he or she will not be permitted to transfer to another  
7 outside the student's assigned zone during a given school year, unless there is a change in  
8 residence of the student's custodial parents or legal guardian to a location outside the area in  
9 which the student first enrolled. Any deviation from this must be brought before the Director of  
10 Schools or his/her designee.

11 N. Holloway High, Homer Pittard Campus School, magnet schools, as well as alternative schools  
12 are not zoned schools; therefore, zone exemption applications are not accepted for transfers to  
13 these schools/programs.  
14

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

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.<sup>1</sup>  
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 Office*<sup>2</sup>

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.

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

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

## **SPECIAL PURCHASES**

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

## **EMERGENCY PURCHASES**

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

## **PURCHASING OF SURPLUS PROPERTY**

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

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

## **COOPERATIVE PURCHASING<sup>4</sup>**

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

## 1 ONLINE PURCHASING

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

- 5 1. Prior authorization shall be obtained from the Director of Schools before setting up new online  
6 accounts, and schools shall maintain a list of accounts;
- 7 2. Online purchases shall be for school purposes and made in accordance with established policies  
8 and procedures. School employees are prohibited from making personal purchases even with the  
9 intent of reimbursing the school district. School employees are prohibited from using a school's  
10 tax-exempt status for personal purchases of any kind;<sup>5</sup>
- 11 3. The availability of money for the fund/account in question shall be determined before purchase  
12 orders are approved;
- 13 4. All purchase orders shall be properly filled out and approved prior to a purchase; and
- 14 5. Price quotes shall be obtained where possible and/or practical and retained with other purchase  
15 documentation.

## 16 PURCHASING WITH FEDERAL GRANT FUNDS

17 Before grant funds are obligated or expended, the director or his designee shall review the cost of a  
18 proposed expenditure and determine if it is an allowable use of federal grant funds.<sup>6</sup> The director will  
19 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is  
20 approved.

21 No person officially connected with or employed by the school system may participate in the selection,  
22 award, or administration of a contract supported by a federal award if he or she has a real or apparent  
23 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,  
24 any member of his or her immediate family, his or her partner, or an organization which employs or is  
25 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible  
26 personal benefit from a firm considered for a contract. Upon discover of any potential conflict, the  
27 director shall disclose the potential conflict to the federal awarding agency in writing.<sup>7</sup>

| Rutherford County Board of Education                     |  |                                  |                                 |
|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in September</b> | Descriptor Term:<br><b>Purchase Orders and Contracts</b> | Descriptor Code:<br><b>2.808</b> | Issued Date:<br><b>08/16/17</b> |
|  |  | Rescinds:<br><b>2.808</b>        | Issued:<br><b>01/15/09</b>      |

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no purchase  
3 shall be made nor payment approved unless covered by an approved purchase order.

4 Purchase orders will include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality  
6 standards of the item required;
- 7 2. A firm, quoted, net delivered price, whenever possible; and
- 8 3. Signature of purchasing agent.

9 **EXEMPTIONS FROM PURCHASE ORDER REQUIREMENT**

10 Certain items are exempt by law from requiring a purchase order. The items listed below are exempt  
11 from the requisition and purchase order process. A "Disbursement Request" form will be used to  
12 transmit these items to the County for payment processing. This process follows Rutherford County  
13 Government policies and procedures.

- 14 Utilities- Includes water, telephone, cell phones, gas, and electric bills
- 15 Postage and shipping costs
- 16 Travel reimbursements
- 17 Seminars
- 18 Dues
- 19 Memberships
- 20 Subscriptions
- 21 Refunds
- 22 Payroll costs
- 23 Lease payments
- 24 Maintenance agreements
- 25 Nonprofit contributions
- 26 Insurance & surety premiums
- 27 Debt related payments

28 All contracts binding on the school system shall be first approved by the Director of Schools and then  
29 may be signed by the Director of Schools or his designee. All contracts which require approval of the  
30 Board shall be executed by the chairman of the Board and the Director of Schools or his designee.



- 1 Contracts shall be made only with responsible suppliers with the following considerations:
- 2 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
- 3 proposed procurement;
- 4 2. A system for contract administration shall be maintained to assure supplier conformance with
- 5 terms, conditions, and specifications of the contract or purchase order and to assure adequate and
- 6 timely follow-up of all purchases;
- 7 3. Contracts shall contain such provisions or conditions which will allow for administrative,
- 8 contractual, or legal remedies in instances where suppliers violate or breach contract terms and
- 9 provide for such sanctions and penalties as may be appropriate; and
- 10 4. All contracts, including those of individual schools, will meet all requirements of state and federal
- 11 laws, rules, and regulations.<sup>1</sup>

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**Legal References**

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)

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**Cross References**

Purchasing 2.805

# Rutherford County Board of Education

Monitoring:

**Review: Annually, in  
November**

Descriptor Term:

## **Promotion and Retention**

Descriptor Code:

**4.603**

Issued Date:

**08/08/24**

Rescinds:

**4.603**

Issued:

**03/08/23**

### 1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if  
4 applicable.<sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion may be considered for  
6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
7 retention shall include:<sup>2</sup>

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;<sup>3</sup>
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
24 student is due to:<sup>4</sup>

- 25 1. Date of enrollment;
  - 26
  - 27 2. Additional information acquired after results of local assessment, screening, or monitoring are  
28 released; or
  - 29
  - 30 3. Other extenuating circumstances.
  - 31
-

1   **VOLUNTARY RETENTION<sup>5</sup>**

2   A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain  
3   his/her student in the current grade level if:

- 4           1. The student has a documented academic or behavioral delay; and
- 5           2. The parent/guardian believes that retention may benefit the student.

6   If a parent or guardian elects to retain the student, the parent or guardian shall notify the student's school  
7   in writing within thirty (30) days of the end of the current school year. The district shall send written  
8   notice to the parent/guardian confirming whether the student is eligible for retention under state law.

9   **PROMOTION PLANS<sup>6</sup>**

10   When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within  
11   fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
12   avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504  
13   team, if applicable, and may also include input from the student's parent(s)/guardian(s), school  
14   counselor, or other appropriate school personnel.

15   Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
16   that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
17   and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade  
18   will include additional requirements for promoting students in these grades. A copy of the plan will be  
19   provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-  
20   teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
21   the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
22   promotion plan.

23   A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
24   promoted to the next grade level unless retention is required per additional requirements for students in  
25   third and fourth grade.<sup>7</sup>

26   If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
27   the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
28   program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
29   calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
30   However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be  
31   notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
32   year.<sup>8</sup>

33   **RETENTION<sup>7</sup>**

34   A student may be retained when such retention is in the best interests of the student or when retention  
35   is required per additional requirements for students in third and fourth grade.

36   *Decision of Retention – General<sup>9</sup>*

1 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
2 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
3 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its  
4 development. The plan shall include at least one of the following strategies:

- 5 1. Adjustment to the current instructional strategies or materials;
- 6
- 7 2. Additional instructional time;
- 8
- 9 3. Individual tutoring;
- 10
- 11 4. Modification to the student's classroom assignment to ensure the student receives
- 12 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 13 4) or significantly above expectations (level 5); or
- 14
- 15 5. Attendance or truancy interventions.

16 A student shall not be retained more than once in any grade. The progress of students who are retained  
17 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the  
18 school year in which the student is retained. The Director of Schools shall develop procedures to  
19 ensure appropriate recordkeeping of students who are retained.

#### 20 *Decision of Retention – Third Grade*<sup>10</sup>

21 Third grade students shall not be promoted to the next grade unless they are determined to be  
22 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
23 (ELA) based on the student's most recent TCAP test.

24 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 25 1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
26 portion of the student's most recent TCAP test may be promoted if:
  - 27 a. The student is an English language learner and has received less than two (2) full years
  - 28 of ELA instruction;
  - 29 b. The student was previously retained in grades K-3;
  - 30 c. The student is retested before the next school year and scores proficient in ELA;
  - 31 d. The student attends a learning loss bridge camp before the next school year, maintains a
  - 32 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
  - 33 test at the end of the camp;
  - 34 e. The student receives tutoring for the entirety of the next school year in accordance with
  - 35 state law; or
  - 36 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
  - 37 ELA standards by scoring within the fiftieth percentile on the most recently
  - 38 administered state-provided benchmark assessment and the district provides tutoring
  - 39 services to the student during the entire fourth grade school year and notifies the
  - 40 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
  - 41

programming.

2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:
  - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
  - b. The student was previously retained in grades K-3;
  - c. The student is retested before the next school year and scores proficient in ELA; or
  - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

#### *Decision of Retention – Fourth Grade<sup>10</sup>*

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student’s principal shall convene a conference consisting of the following parties: the student’s parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.
2. The conference shall review the student’s fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
  - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student’s fifth-grade year; or
  - b. The student will be retained in fourth grade.

A student shall not be retained more than once in fourth grade.

#### *Decision of Retention – Students with Disabilities<sup>11</sup>*

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of TCAP was due to the student’s disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

1   **APPEALS<sup>8, 12</sup>**

2   When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
3   to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
4   made to a committee appointed by the principal within five (5) business days. The student and his/her  
5   parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
6   the opportunity to address the committee. The committee shall conduct a hearing within five (5) business  
7   days to determine if the student will be promoted and issue such decision within five (5) business days.  
8   Upon notification of the committee decision, the principal shall send written notification to the Director  
9   of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of  
10   their right to appeal such action within five (5) business days to the Director of Schools/designee.

11   The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
12   decision shall be issued within five (5) business days.

13   Within five (5) business days of the Director of Schools/designee rendering a decision, the student's  
14   parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
15   Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
16   The action of the Board shall be final.

17   For students where retention is required per the additional requirements for students in third and fourth  
18   grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
19   accordance with state law.<sup>13</sup>

20   **HIGH SCHOOL COHORT**

21   High school students pursuing a regular education diploma are a member of a cohort group determined  
22   by the year they entered 9th grade. Students will progress through grades 9-12 with their cohort group.  
23   Students must meet graduation requirements within 4 years and a summer in order to receive a high  
24   school diploma.

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#### Legal References

1. [20 USCA § 1400 et seq.; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [TCA 49-6-314; TRR/MS 0520-01-03-.16\(6\)](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

#### Cross References

Credit Recovery 4.210  
Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200  
Student Assignments 6.205  
Homeless Students 6.503  
Student Records 6.600

| Rutherford County Board of Education                    |  |                                  |                                 |
|---|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in December</b> | Descriptor Term:<br><b>Graduation Requirements</b> | Descriptor Code:<br><b>4.605</b> | Issued Date:<br><b>08/08/24</b> |
|   |  | Rescinds:<br><b>4.605</b>        | Issued:<br><b>01/11/24</b>      |

1 *General*

2 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct  
3 and subject matter record which covers a planned program of education, and such record shall be kept  
4 on file in the high school.

5 The program of studies shall include areas and content required by the State Board of Education and  
6 shall be flexible enough to facilitate progress from one stage of development to another, thus providing  
7 for more effective student adjustment.

8 Before high school graduation, every student seeking an RCS diploma shall:<sup>1</sup>

- 9 1. Achieve the RCS-required twenty-three units of credit;
- 10 a. Students who have been identified as homeless, migrant, foster, military, ESL or Special  
11 Education shall only be required to meet the minimum requirements for graduation  
12 established by the State Board of Education.
- 13 2. Beginning with the 2024-2025 cohort, students must earn at least one (1) credit of computer  
14 science in high school;
- 15 3. Have satisfactory records of attendance and conduct;
- 16 4. Take the ACT or SAT in the 11<sup>th</sup> grade if enrolled in a Tennessee public school during their  
17 11<sup>th</sup> grade year;<sup>2</sup> and
- 18 5. Pass a United States civics test.<sup>3</sup>

19 Students who have completed all graduation requirements will be awarded a regular diploma.

20 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

21 Special education students who earn the State-required twenty-two credit minimum shall be awarded a  
22 regular high school diploma.

23 Students who have received the diplomas listed below shall continue to make progress towards a regular  
24 high school diploma until the end of the school year in which they turn twenty-two (22) years old.

25 *Special Education Diploma*

26 A special education diploma shall be awarded to students who have not met the requirements for a regular  
27 high school diploma<sup>5</sup> but have:

- 28 1. Completed four (4) years of high school;
  - 29 2. Made satisfactory progress on their IEP; and
  - 30 3. Maintained satisfactory records of attendance and conduct.
-



### 1 *Occupational Diploma*

2 Special education students who do not meet the requirements for a regular high school diploma may be  
3 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 4 1. Completed at least four (4) years of high school;
- 5 2. Made satisfactory progress on their IEP;
- 6 3. Maintained satisfactory records of attendance and conduct;
- 7 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
8 (SKEMA); and
- 9 5. Has two (2) years of paid or non-paid work experience.

10 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
11 year or two (2) academic years prior to the expected graduation date.

### 12 *Alternate Academic Diploma*

13 Special education students who do not meet the requirements for a regular high school diploma may be  
14 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 15 1. Completed at least four (4) years of high school;
- 16 2. Participated in the high school alternate assessments;
- 17 3. Earned twenty-two (22) credits prescribed by the State;
- 18 4. Made satisfactory progress on their IEP;
- 19 5. Maintained satisfactory records of attendance and conduct; and
- 20 6. Completed a transition assessment that measures postsecondary education and training,  
21 employment, independent living, and community involvement.

## 22 **STUDENT LOAD**

23 All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
24 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal  
25 this requirement to the Director of Schools and then to the Board.<sup>6</sup>  
26

## 27 **EARLY GRADUATION<sup>7</sup>**

28 High school students shall be permitted to complete an early graduation program. Students intending to  
29 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
30 soon thereafter as the intent is known.

31 In order to graduate early, students shall meet one of the following:

- 32 1. Move on When Ready Program:
  - 33 a. Earn the required seventeen (17) credits;
  - 34 b. Scores at the on-track or mastered level on each end-of-course assessment taken;
  - 35 c. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
  - 36 d. Scores at minimum a twenty-five (25) on the mathematics and English portions of the ACT;
  - 37 e. Obtain a qualifying benchmark score on a world language proficiency assessment; and

f. Complete at least two (2) types of the following courses:

AP;

IB;

Dual enrollment; or

Dual credit.

2. A student who does not participate in the Move on When Ready program may still graduate earlier than the end of their senior year of high school, provided the student meets all of the graduation requirements set by Rutherford County Schools.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

### **COURSE SUBSTITUTIONS<sup>8</sup>**

Students may substitute graduation requirements for courses that have been approved by the State Board of Education.

The following list includes other allowable course substitutions:

1. Integrated Math III or Algebra II:

a. Dual-Enrollment College Algebra;

b. IB Mathematics: Applications & Interpretations I SL

2. Chemistry

a. Dual-Enrollment College Chemistry;

b. AP Chemistry

3. Physics

a. Dual-Enrollment College Physics;

b. AP Physics;

c. Cambridge Physics

4. Biology

a. Dual-Enrollment College Biology;

b. AP Biology

5. World History and Geography

a. Dual-Enrollment College World History or Geography;

b. AP Human Geography, AP European History or AP World History

Other college- level course with equivalent standards approved by the Board of Education.

The university or college transcript will be required to record the equivalent course for all dual-enrollment and college level courses.

The Director of Schools or his/her designee shall be responsible for creating any necessary administrative procedures to facilitate such substitutions.

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**Legal References**

1. [TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\); State Board of Education Policy 2.103](#)
3. [TCA 49-6-408; State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005; State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06](#)
7. [TCA 49-6-8103; State Board of Education Policy 2.103](#)
8. [State Board of Education Policy 3.103](#)

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**Cross References**

Class Size Ratios 4.201  
Honor Roll, Awards, & Class Ranking 4.602

# Rutherford County Board of Education

|  |  |                                  |                                 |
|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually, in January</b> | Descriptor Term:<br><b>Background Investigations</b> | Descriptor Code:<br><b>5.118</b> | Issued Date:<br><b>08/08/24</b> |
|  |  | Rescinds:<br><b>5.118</b>        | Issued:<br><b>10/31/18</b>      |

## General

Background checks shall be required for applicants, employees, contract workers, and volunteers.<sup>1</sup>

The Director of Schools/designee shall develop any necessary corresponding procedures.

## APPLICANTS AND EMPLOYEES

To ensure the safety and welfare of students and staff, the District shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children. Further, applicants who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health; or (3) who are listed on this state or any other state's sex offender registry shall not be employed.<sup>2</sup> Any costs incurred to perform these background checks and fingerprinting shall be paid by the Board the first time such applicant applies for a position with the Board.<sup>3</sup> If a successful applicant does not remain employed with the Board for a period of six (6) months, then the costs of the background check will be withheld from his/her last regular paycheck. All applicants shall be advised that all hiring decisions are contingent upon satisfactory background check results.

Applicants and current employees [OR include "contractors and volunteers" as well] shall be entered into the federal RAP back program.<sup>3</sup> Notice of the following shall be provided :

1. Possible fees charged by the Tennessee Bureau of Investigation; and
2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for all purposes and uses authorized for fingerprint submission.

Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants. The Board [select the appropriate option (e.g., shall/shall not)] reimburse applicants if the position is offered and accepted.

~~Background checks shall be required of these employees at least once every five (5) years after the date of hire.<sup>4</sup>~~

**CONTRACTORS & VOLUNTEERS [only include if district does not want to enroll contractors, volunteers in federal RAP back program]**

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of contactors, and volunteers and any other positions that require proximity to children. Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board [select the appropriate option (e.g., shall/shall not)] reimburse the applicant if the position is offered and accepted.<sup>4</sup>

Background checks shall be required of the individuals listed above at least once every five (5) years after the initial background check.<sup>1</sup>

## USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.<sup>4</sup> The Director of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information (“CHRI”) obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The Director of Schools is responsible for ensuring that authorized personnel receive such training within sixty (60) days of employment or job assignment and every three (3) years.

## RETENTION AND SECURITY

The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The Director of Schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

## DISPOSAL OF CHRI

After seven (7) years, when CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering the information unreadable. Record destruction shall be conducted under the supervision of the Director of Schools.

## MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the Director of Schools.

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#### Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);  
[TCA 49-5-413\(a\)\(2\), \(c\)](#)
3. [TCA 49-5-413\(c\)](#)
4. [34 USCA § 40316](#)

#### Cross References

School Volunteers 4.501  
Application and Employment 5.106



# Rutherford County Board of Education

|  |   |                                  |                                 |
|--|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><b>Discrimination/Harassment of<br/>Employees<br/>(Sexual, Racial, Ethnic, Religious)</b> | Descriptor Code:<br><b>5.500</b> | Issued Date:<br><b>01/15/09</b> |
|  |   | Rescinds:<br><b>3-3</b>          | Issued:                         |

Employees shall be provided a work environment free from ~~sexual, racial, ethnic, disability and/or religious~~ discrimination/harassment based on age (40+), race, color, religion, national origin, disability, creed, sex, genetic information, and retaliation. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication. The following guidelines are set forth to protect employees from discrimination/harassment.

Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken based on age (40+), race, color, religion, national origin, disability, creed, sex, genetic information, and retaliation related which:

1. Unreasonably interferes with the individual's work or performance; or
2. Creates an intimidating, hostile or offensive work environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of employment;
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of discrimination/harassment shall report these incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the director of schools. Allegations of discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances 5.501*). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of all witnesses; and
5. Any other evidence available.

1 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
2 because an individual's need for confidentiality must be balanced with obligations to cooperate with  
3 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
4 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses  
5 may be disclosed in appropriate circumstances to individuals with a need to know.

6 A substantiated charge against an employee shall result in disciplinary action up to and including  
7 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
8 to and including suspension.

9 There shall be no retaliation against any person who reports discrimination/harassment or participates  
10 in an investigation. However, any employee who refuses to cooperate or gives false information during  
11 the course of any investigation may be subject to disciplinary action. The willful filing of a false report  
12 will itself be considered harassment and will be treated as such.

13 An employee disciplined for violation of this policy may appeal the decision by contacting the director  
14 of schools.

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Legal References:

1. Title VII; 29 CFR §1604.11
2. Title IX (20 U.S.C. §§ 1681-1686)

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Cross References:

Appeals To & Appearances Before the Board 1.404  
Complaints and Grievances 5.501



# Rutherford County Board of Education

|  |  |                                  |                                 |
|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in April</b> | Descriptor Term:<br><b>Attendance of Non-Resident Students</b> | Descriptor Code:<br><b>6.204</b> | Issued Date:<br><b>07/27/22</b> |
|  |  | Rescinds:<br><b>6.204</b>        | Issued:<br><b>05/04/21</b>      |

Students residing outside ~~the school system boundaries~~ **Rutherford County** shall not be permitted to attend Rutherford County Schools with the following exceptions:<sup>1</sup>

1. Children of district employees employed by the Board of Education shall be permitted to attend, subject to specific conditions;
2. Students seeking enrollment in the Rutherford County Virtual School;
3. If the student and his/her custodial parent/legal guardian move out of the county during the school year, the student may be permitted to remain in the Rutherford County School where s/he is enrolled through the remainder of that academic year, if recommended by the principal and approved by the Director of Schools;
4. If a student and his/her custodial parent are moving into Rutherford County during a semester and they request to enroll in a Rutherford County School prior to moving into Rutherford County, the Director of Schools/designee may approve such early admission if proof is submitted (lease, contract, deed, etc.) that the family will be residing in Rutherford County during the semester. If the family has not moved into Rutherford County by the end of the semester, the Director of Schools may terminate the agreement and the student shall enroll in school in his/her county of residence.

The children of employees of the Board of Education, that reside outside of Rutherford County, may attend Rutherford County schools, subject to the following conditions:<sup>1</sup>

1. Employee requests will be considered based on available space at the requested school/zone. The child must attend the school at which the parent is employed.
2. The child must attend the school at which the parent is employed. If the child's grade level is not offered at the school at which the parent is employed, then the child may attend another school within the same zone as the parent's school of employment.
3. A non-resident employee desiring to enroll his/her child(ren) in the Rutherford County School system shall follow the zone exemption application process.<sup>2</sup>
4. Non-resident children of employees at magnet schools will not be permitted to attend the magnet school.

- 1 5. If an exemption is granted for the child or children of a classified employee, the employee must  
2 reapply annually so their continued employment at the school/zone can be confirmed.
- 3 6. The child(ren) of out-of-county classified employees will be ineligible to participate in athletic  
4 programs for one school year after the initial zone exemption is granted.

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#### Legal References

1. TCA 49-6-3003; TCA 49-6-403(f); TCA 49-6-3113; TCA 49-6-3103
2. Public Acts of 2022, Chapter No. 709

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#### Cross References

Revenues 2.400  
Students from Military Families 6.506