

**Committee
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Monica Carr

Jason Scales

Joe Hardman

**Dr. James
Sullivan**

Monika Ridley

Jeff Reed

SPECIAL CALLED POLICY COMMITTEE MEETING

AGENDA

5:00 p.m.

July 15, 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 1.501 – Visitors to the Schools**
Adds code of conduct for visitors to the schools pursuant to change in state law.
- b. Policy 1.800 – School Calendar**
Adds language for school closure for presidential primary election or regular November election pursuant to change in state law.
- c. Policy 2.403 – Surplus Property Sales**
Adds language for notice of surplus to be also published on a news and information website pursuant to change in state law.
- d. Policy 2.805 – Purchasing**
Postponed from meeting on 3/18/2024. Adds language regarding entering into agreements with real estate licensees.
- e. Policy 2.806 – Bids and Quotations**
Adds language for publication to also be published on a news and information website pursuant to change in state law.
- f. Policy 3.202 – Emergency Preparedness Plan**
Adds language to develop a procedure for identifying the cause of fire alarm activation pursuant to change in state law.
- g. Policy 3.205 – Security**
Adds language requiring principals to immediately report certain types of assaults and certain acts of vandalism to Director of Schools and law enforcement pursuant to change in state law.
- h. Policy 3.400 – Student Transportation Management**
Adds language requiring Board to issue certificates to bus drivers. Also adds notice to be posted on bus stating that only authorized individuals may enter pursuant to change in state law.

- i. **Policy 4.201 – Class Size Ratios**
Adds language to modify class size requirements for CTE classes for grades 6-8 pursuant to change in state law.
- j. **Policy 4.301 – Interscholastic Athletics**
Adds language to allow home school students to participate in interscholastic athletics in schools that are not members of TSSAA or TMSAA pursuant to change in state law.
- k. **Policy 4.600 – Grading System**
Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.
- l. **Policy 4.602 – Grade Point Average (GPA) (9-12)**
Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.
- m. **Policy 4.603 – Promotion and Retention**
Adds language to allow parents/guardians to voluntarily retain students in grades K-2 with certain conditions. Adds language for a new promotion pathway to the 5th grade pursuant to change in state law. Adds language to define high school cohort.
- n. **Policy 4.6041 – Testing for Credit**
Adds French I as an approved course.
- o. **Policy 4.605 – Graduation Requirements**
Removes language for homebound students to another policy. Adds IB mathematics for allowable course substitutions.
- p. **Policy 4.606 – Graduation Activities**
Adds language for homebound students from Policy 4.605.
- q. **Policy 5.115 – Assignment/Transfer**
Changes notification of transfer of employees.
- r. **Policy 5.118 – Background Investigations**
Updates language to reflect the practice of the district that people who appear on the sex offender registry shall not be employed by the district.
- s. **Policy 5.307 – Physical Assault Leave**
Adds language to expand leave from teachers to any employee as a result of physical assault resulting from their employment duties pursuant to change in state law.
- t. **Policy 5.701 – Substitute Teachers**
Adds annual school safety training for substitute teachers pursuant to change in state law.

- u. **Policy 5.802 – Qualifications and Duties of the Director of Schools**
Adds language requiring the Director of Schools to report if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction pursuant to change in state law.
- v. **Policy 6.200 – Attendance**
Changes language for acceptance of excused absence notes. Also updates absences for classes on a 4x4/modified block schedule.
- w. **Policy 6.2011 – Voluntary Pre-K Attendance**
Updates district contact information for the Pre-K program.
- x. **Policy 6.203 – School Admissions**
Adds language allowing principals to request information regarding certain delinquent offenses of students pursuant to change in state law.
- y. **Policy 6.300 – Code of Conduct**
Add language requiring law enforcement and Director of Schools to be immediately notified of an assault on school property. Adds a separate category of assault of an LEA employee pursuant to change in state law.
- z. **Policy 6.308 – Bus Safety and Conduct**
For discussion.
- aa. **Policy 6.309 – Zero Tolerance Offenses**
Adds language that a valid threat of mass violence shall be determined by a threat assessment team pursuant to change in state law.
- bb. **Policy 6.316 – Suspension**
Adds language that invalid threats of mass violence as determined by a threat assessment team can still result in suspension. Adds that a student can be suspended from school-sponsored activities for one year for an assault of an employee pursuant to change in state law.
- cc. **Policy 6.318 – Admission of Suspended or Expelled Students**
Adds language allowing principals to request information regarding certain delinquent offenses of students pursuant to change in state law.
- dd. **Policy 6.409- Reporting Child Abuse**
Adds requirement that the Director of Schools submit the names of the child abuse coordinator and an alternate for each school to the Department of Children’s Services pursuant to change in state law.
- ee. **Policy 6.415 – Student Suicide Prevention**
Updates language for clarity and consistency.
- ff. **Policy 6.3041 – Title IX and Sexual Harassment**
Postponed from meeting on 3/18/2024. Changes timeline for notice of before beginning investigation and changes timeline for completion of investigations.

gg. Policy 4.403 – Library Materials

(1) Adds language to the standards for immediate removal of material if contains certain content pursuant to change in state law. (2) Postponed from meeting on 3/18/2024. 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. (3) Adds language for restricted reading list.

6. New Policies

a. Policy 3.2051 – School Resource Officers (SROs) Involvement and Curriculum Implementation

(1) Postponed from meeting on 3/18/2024. Policy for SROs involvement and curriculum implementation. (2) Adds language for which class can be used to for sessions.

b. Policy 4.213 – Family Life Education

Policy for instruction on family life curriculum.

c. Policy 4.214 – Use of Artificial Intelligence Programs

Policy for use of artificial intelligence for instructional and assignment purposes.

d. Policy 6.4052 – Opioid Antagonist

Policy for possession and maintenance of opioid antagonists.

*** All policies will be requested to be approved on one (1) reading as they are necessary to take effect before the start of the 2023-2024 school year.**

7. Adjournment

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 05/25/23
		Rescinds: 1.501	Issued: 01/15/09

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign in a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.¹

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.²

VISITOR CONDUCT

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.³ Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the district's website as well as the school's website, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school's administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code.

1 Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code
2 of conduct.

3 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS**

4 The principal or his/her designee has the authority to exclude from the school premises any persons
5 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students
6 on the premises, or on the premises for the purpose of committing an illegal act.²

7 The principal shall engage law enforcement officials when he/she believes the situation warrants such
8 measures.

9 Students may not bring non-student brothers or sisters to school, unless approved by the Director of
10 Schools or his designee. Requests to bring out-of-town visitors to school must be submitted to the
11 principal.

12
13 The Director of Schools shall develop procedures regarding speakers invited to participate in school
14 activities.

Legal Reference

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

Section 504 & ADA Grievance Procedures 1.802
Vendor Relations 2.809
Security 3.205
Care of School Property 6.311

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 05/25/23
		Rescinds: 1.800	Issued: 01/15/09

No later than May 1 of each school year, the Board will adopt, upon the recommendation of a committee of school officials, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be revised by the Board, upon recommendation of the Director of Schools, due to inclement weather or other factors.

The regular school year shall be 200 days¹ and scheduled as follows:

A minimum of 180 student attendance days;

A minimum of five (5) days in-service education for all certificated personnel;

One (1) day for parent-teacher conferences;

Ten (10) days paid vacation for all certified personnel; and

Four (4) discretionary days; and

School closures for presidential primary election or regular November election.²

Extended contracts shall include twenty (20) days for each additional month employed.

The Director of Schools shall plan each year's program accounting for a 200-day year and shall recommend it to the Board for approval. The calendar shall be distributed to the school staff at the opening of the school term.

STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.¹

IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.³

DISCRETIONARY DAYS

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days or administrative days, which may be used by administrators, faculty and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences and other classroom functions.¹ One (1) day at the beginning of each semester shall be designated as a school security training day for certified and classified staff.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. Public Acts of 2024, Chapter No. 573
3. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

Cross References

Compensation Guides and Contracts 5.110
In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Rutherford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 09/18/19
		Rescinds: 2.403	Issued: 01/15/09

The Director of Schools shall prepare a list of unusable items for Board approval. ¹ The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and information website in accordance with state law.³

Surplus property which has no value or has a value less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is less value than five hundred dollars (\$500).⁴

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.⁵

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. Public Acts of 2024, Chapter No. 793
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

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

General

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

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

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

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

Individual Schools

The Director of Schools must approve the following purchases:

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

Central Office²

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school district. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools/designee shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes 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 December	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 07/27/22
		Rescinds: 2.806	Issued: 01/15/09

General

All purchases of supplies, materials, equipment, and contractual services in excess of fifty thousand dollars (\$50,000.00), including those of individual schools, shall be based on competitive bids.¹ These bids shall be solicited by advertisement in a newspaper of general circulation within the school district and by publication on a news and information website in accordance with state law.² However, said newspaper advertisement may be waived by the purchasing agent in an emergency.³ The purchasing agent shall advertise for bids and receive quotations. The principal shall serve as purchasing agent in each school.

All purchases of fifty thousand dollars (\$50,000.00) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids³ if the purchase exceeds fifteen thousand dollars (\$15,000.00) for a school activity fund purchase or a system-wide funds purchase.

The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase.⁴ The Board reserves the right to accept the lowest responsible bidder and/or the best qualified bidder. The Board reserves the right to reject bids for good cause. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

Exemptions from Competitive Bidding

Contracts for legal services, educational consultants, services from an insurance provider, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

Non-Biddable Items

Non-biddable items are those non-equal items which only one vendor can furnish, including the following:

1. Subscriptions to special publications;
2. Dues and fees to organizations;

- 1 3. Specialized supplementary instructional materials;
- 2 4. Textbooks;
- 3 5. Library books;
- 4 6. Supplies, materials, and equipment from the State Prison or those purchases made through State
- 5 of Tennessee; and
- 6 7. Specialized technical maintenance parts and services.

7 Non-biddable items should be noted on the requisition/purchase order and processed in accordance with
8 the procedure for biddable items.

9 **Tennessee State Contract Prices**

10 All local governmental agencies may purchase according to State prices as established by the State of
11 Tennessee. In requesting bids, the purchasing office shall review the State Contract Price Catalog and
12 may consider the price as an official bid.

Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
2. Public Acts of 2024, Chapter No. 793
3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2024, Chapter No. 513
4. TCA 49-2-203(a)(3)(D)(i)(c)
5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
6. Public Acts of 2024, Chapter No. 661

Cross References

Executive Committee 1.301
Consultants 1.303
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: 05/09/24
		Rescinds: 3.202	Issued: 07/19/23

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 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

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

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

29

1 AED DRILLS⁶

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 FLU⁷

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 DRILLS⁸

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. Public Acts of 2024, Chapter No. 563
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [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 October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 07/19/23
		Rescinds: 3.205	Issued: 07/22/21

*General*¹

The Director of Schools shall establish procedures to protect school property which shall include, but not be limited to:

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

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

~~The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft, or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than twenty four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.~~ The principal shall immediately call law enforcement officials and the Director of Schools in cases involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director of Schools shall report all signing of such complaints to the Board.

AFTER SCHOOL HOURS

If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school district employee shall be stationed by the door to ensure access is limited to authorized persons.³

LAW ENFORCEMENT SERVICES¹

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

The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement agency to provide school policing. The MOU shall address, at a minimum, the following issues:

1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.⁴
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline. The Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement agency shall designate one (1) of the SROs as the senior SRO, or such other appropriate title. The duties of the senior SRO shall include, but not be limited to, the following:
 - a. Representing and carrying out the policies of the law enforcement agency assigning the SROs;
 - b. Supervising the SROs in the performance of their duties;
 - c. Consulting with the Director of Schools regarding the best use of the available resources for school policing; and
 - d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Director of Schools to suspend the active participation of any SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.

CYBERSECURITY⁵

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 07/27/22
		Rescinds: 3.400	Issued: 01/05/21

Appointed directors of schools, in employing school transportation personnel, and boards of education, in contracting for transportation services with persons owning equipment, are authorized to enter into contracts for such services for periods of time as long as, but not exceeding, four (4) years from the date of making the contracts, it being the purpose of this section to permit a reasonable degree of employment security for such school transportation personnel.¹

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.³

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The Director of Schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

RESPONSIBILITIES OF BUS OWNERS

- Each school bus and all related equipment shall always be maintained in condition to operate safely during the school year and shall conform to specifications as set forth by the State Board of Education¹ and National Highway Traffic Safety Administration.
- Each bus driver shall obey all applicable state rules and regulations.
- A school bus owner shall give sixty (60) days written notice to the Board when he/she wishes to terminate his/her bus operation contract.
- The Board shall carry liability insurance on all school buses used by Contractor in the minimum amount of \$1,000,000 bodily injury per occurrence, \$100,000 property damage (One million/one hundred thousand) liability limits and naming contractor as an additional insured. The Board will provide Commercial General Liability coverage for contractors/operators as long as they are on school business, in transit to or from, or taken for repairs or fuel. Said insurance shall include uninsured motorist coverage. Contractor shall provide liability insurance for private trips and/or any trip not approved and sanctioned by the Board.

5. Each school bus owner must specify for the Director of Schools' approval the name of the designated driver and at least one substitute driver of his/her bus.

~~6. Each school bus driver shall submit to the Director of Schools the results of his latest physical examination.~~

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Director of Schools.⁴

Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.⁵

7. The Contractor shall furnish all route information requested by the school system, such as student names, school, grade, stops, number per stop, etc. Contractor shall supply by August 1 of each year and update within ten (10) days of any change the name, address and phone number of the person that will check the bus at the end of every route to confirm that no person remains on the bus.

DIRECTOR OF TRANSPORTATION⁶

The Director of Schools shall appoint a Director of Transportation for the district. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The Director of Transportation shall complete a student transportation management training program upon appointment. Every year the Director of Transportation shall complete a minimum of four (4) hours of training annually.

The Director of Schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁷

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor on forms designated by the District on its website;
2. Forms may be submitted in person, via mail, via phone, or e-mail. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the Transportation Supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools and a copy of the preliminary report to the Contractor. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools and a copy to the Contractor that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁸

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus driver credentials, including required background checks;
2. Driver state training records; and
3. Complaints received and any records related to the investigation and complaints.

AWARDING AND RENEWING CONTRACTS

General

In order for all contractors to obtain a contract, a list system will be utilized. First priority is set by seniority. For second priority, the Transportation Director will schedule a lottery-style drawing annually to compile the list. Third Priority shall be a mass notification process to all eligible contractors regardless of participation in the First and Second Priority List. If multiple contractors request an offered contract in the Third Priority, the tie will be broken based on seniority. Names will be placed on the list in the order they are drawn. The priority lists are redrawn each school year.

First Priority

Each bus driver who has never had a contract, that holds a current driving eligibility status with the Rutherford County Board of Education and has been driving full-time for two (2) complete school years or the equivalent of four (4) years driving daily in the morning (AM) or afternoon (PM) may make application to be included on the First Priority list. Applications will be provided by the Transportation Department and must be filed in person with the Transportation Director. The

application will include a sworn, notarized affidavit declaring the total length of active time driving a school bus with the Rutherford County Schools System. Active time is defined as the time in which a driver has actively driven full-time or the equivalent of four (4) years driving daily in the morning (AM) or afternoon (PM) while maintaining legal licensing supported by the documentation required under the bus contract. As new and replacement contracts become available throughout the term of the contract period, drivers on this list will be offered contracts in the order their names appear on the list, provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with the Board. The contractor shall select one (1) of the offered contracts.

The applicant must update their application upon any change in the information that has been provided to the Transportation Director. Each application will be reviewed for accuracy prior to a contract being offered. Additionally, each applicant will be required to provide a fingerprint sample and pass a criminal history background check prior to a contract being offered. Any driver who is hired by a contractor after the application deadline will be allowed to make application after driving full-time for two (2) complete school years.

Second Priority

In the event the First Priority list is exhausted, the Second Priority list will be executed. Any contractor who has held one (1) or more bus contracts will be eligible to make application for the Second Priority list. The application must be completed and submitted to the Transportation Director. As new and replacement contracts become available (after the First Priority list has been exhausted), the drivers on the Second Priority list will be offered available bus contract in the order their names appear on the list, provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with the Board. The driver shall have the option to select one (1) of the available contracts.

Third Priority

In the event the First and Second Priority List are exhausted, and contracts remain unclaimed, the Director of Transportation may offer any remaining new or replacement contracts to any eligible provider qualified to provide student transportation, regardless of that provider's participation in First or Second Priority lists. The Director of Transportation must notify all current Contractors and all current drivers when a Third Priority List is created for unclaimed route contracts.

In the event more than one provider selects an unclaimed route/contract, seniority of existing contractors will be used as the determining factor in awarding the contract.

Exchanges

After a route/contract is awarded, the route remains the responsibility of the Contractor for the duration of his/her contract with Rutherford County Schools. Exchanges may only occur with the express written permission of the Director of Transportation after communicating with the Contractors and determining such an exchange creates a cohesive route management system with positive long-term benefits for the students, parents, contractors, and the Transportation Department and is essential to the functioning of Rutherford County Schools.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116(d)(3)
3. Public Acts of 2024, Chapter No. 548
4. TCA 49-6-2107
5. TCA 49-6-2107(e)(1); Public Acts of 2023, Chapter No. 122
6. TCA 49-6-2116(a)-(c)
7. TCA 49-6-2116(d)(1)-(2)
8. TCA 49-6-2116(d)(5)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Rutherford County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratio	Descriptor Code: 4.201	Issued Date: 01/30/20
		Rescinds: 4.201	Issued: 01/15/09

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades ~~nine~~ six through twelve (96-12) as long as
7 these class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8),
8 the class size may be extended, but the class size and average must not exceed those for general
9 education classes in grades seven through twelve (7-12)².

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)
2. TCA 49-1-104(g); Public Acts of 2024; Chapter No. 712

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Rutherford County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/22/21
		Rescinds: 4.301	Issued: 08/16/17

General

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

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

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

SCHEDULING CONFLICTS

No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board.⁷ This does not prevent regular physical training lessons in the daily school program. The Board authorizes the Director of Schools to approve participation in all post-season tournaments, playoffs, or

the other post-season athletic events if a school becomes eligible to participate in such post-season athletic event prior to the next regularly scheduled meeting of the Board of Education. It shall be the duty of the principal to contact the Director of Schools office to obtain the necessary approval.

Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks.

Students who move out of their school area but wish to continue attendance in the original school may continue to participate in athletics, providing a zone exemption has been approved unless prohibited by TSSAA regulations. The Board specifically forbids the recruitment of students in any fashion.

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

SEVERE WEATHER⁴

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

Beginning in the 2022-2023 school year, all coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272

Cross References

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

5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 01/11/24
		Rescinds: 4.600	Issued: 07/27/22

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

The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the board before the system is implemented.² These guidelines shall be communicated annually to students and parents/guardians.¹

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Conduct grades in K-12 shall be marked as follows:

- E.....Excellent
- S.....Satisfactory
- I.....Improving
- N.....Needs improving
- U.....Unsatisfactory

GRADING SYSTEM: GRADES THREE - TWELVE (3-12)¹

Beginning August 2022, schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

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

This grading system shall be uniform throughout the school system for each grade.

1 Middle school students taking high school courses and high school students taking online courses, will
2 have their grades recorded on the high school transcript with the earned letter grade and corresponding
3 grade point average (GPA).

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

- 6 • Honors Courses – three (3) percentage points;
- 7 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment
8 Courses – four (4) percentage points; and
- 9 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
10 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

11 Students enrolled in Local Dual Credit, Statewide Dual Credit, Advanced Placement, Cambridge
12 International, College Level Exam Program (CLEP), and International Baccalaureate courses must sit
13 for the culminating exam in order to receive the additional percentage points. If a student does not sit for
14 the culminating exam, the District will remove the rigor points the semester the exam is taken.

15 High School courses taken by middle school students will receive honors credit only if taught at the
16 honors level.

17 Grades at the end of each quarter period will be determined from daily work, homework, written
18 assignments, and tests. The teacher will weigh the value of grades for various assignments and tests
19 within the applicable period in computing the grade. This procedure will enable the teacher to allow for
20 individual student differences in the grading process.

21 The student shall be responsible for making up work missed during excused absences. The work of a
22 student whose grades are satisfactory but are withheld because of failure to complete the required work
23 shall be reported as incomplete (I). An incomplete grade shall be changed to a final grade within the
24 designated time period.

25 A student must attain an average grade of sixty (60) or better to pass a course.

26 If one semester grade is passing and one is failing and the average of the two semesters is below sixty
27 (60), only the semester which is failing must be repeated to earn full credit. The second semester of the
28 course is not required to be completed within the same school year. If one semester is repeated the two
29 grades may be averaged.

30 Exceptions to this policy will be considered by the Board on a case-by-case basis upon a specific school's
31 request and upon recommendation of the Director of Schools.

32 **LOTTERY SCHOLARSHIPS³**

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

1 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
2 Student Aid (FAFSA). The FAFSA is available online at <https://studentaid.gov>. Students shall be made
3 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

4 K-8 school counselors should explain the HOPE Scholarship and its requirements to their students and
5 impress upon them the benefits of making good grades.

6

7 **EARLY POSTSECONDARY OPPORTUNITIES & SCHOLARSHIP AWARENESS**

8 Each school year, prior to scheduling courses for the following school year, schools teaching students in
9 grades 8-11 shall provide Early Postsecondary Opportunities (EPSO) and scholarship awareness
10 activities for students and their parents.⁴

1. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
2. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
3. [TCA 49-4-904, 907](#)
4. [TCA 49-4-932\(f\)](#)

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

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Grade Point Average (GPA) (9-12)	Descriptor Code: 4.602	Issued Date: 01/11/24
		Rescinds: 4.602	Issued: 12/15/22

All subjects (except pass/fail grades and courses that have been audited) are included in the calculation of the student's GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. The GPA is based on semester averages only.

Grade & Quality Points	Percentage Range		Weighting for Honors/Advanced Honors Courses & National Industry Certification	Weighting for Local and Statewide Dual Credit Courses, and Dual Enrollment Courses	Weighting for Advanced Placement, Cambridge, Dual Enrollment, and International Baccalaureate Courses
A=4 QP	90	100	Will include the addition of 3 percentage points to the grades used to calculate the semester average*	Will include the addition of 4 percentage points to the grades used to calculate the semester average*	Will include the addition of 5 percentage points to the grades used to calculate the semester average*
B=3 QP	80	89			
C=2 QP	70	79			
D=1 QP	60	69			
F=0 QP	0	59			

*Weighting is subject to the grading system requirements outlined in Board Policy 4.600. When a course is repeated in credit recovery, the original grade shall not be factored into the GPA.

Beginning August 2024, Middle school students taking high school courses and high school students taking online courses, will have their grades recorded on the high school transcript with the earned letter grade and corresponding grade point average (GPA).

Rutherford County Schools will not rank students numerically.

When the district is not provided with numerical grades from the school the student is transferring from, which includes Dual Enrollment courses taken at an institute of higher education (IHE), the school district will convert the letter grade to a numeric grade based upon the following conversion:

Letter Grade Received	Numerical Grade Conversion
A+	100

A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	75
C-	70
D	65
F	59
F/A (Failure to Attend)	0

The additional four (4) percentage points for Dual Enrollment courses will then be added to the student's final grade.

Valedictorian/Salutatorian Criteria:

1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
3. The valedictorian/salutatorian shall meet all requirements for a student graduating with distinction pursuant to the Tennessee Board of Education's criteria and a student graduating with honors.
4. In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite, not superscore, will serve as the final determination criteria.
5. The requirements for valedictorian/salutatorian must be completed by April 15th of the student's graduating year. ~~the end of the 7th semester.~~

Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine valedictorian/salutatorian based upon honors and above honors level courses available.

Exception: If there is no student within the school who meets the above listed criteria, the valedictorian shall be the student with the highest grade point average.

Each high school principal shall approve a list of courses eligible for Honors/Advanced Honors and Advanced Placement status. A copy of the approved list will be placed in the Administrative Procedures Manual for the preceding school year. All honors/advanced honors and advanced placement courses must meet the Tennessee Board of Education's guidelines regarding standards for honors courses.

Students graduating with distinction will be noted and recognized in the graduation printed program. Additional "graduation with distinction" recognition will be the decision of the Board.

Legal References

1. TCA 49-6-407

Cross References

Grading System 4.600
Graduation Requirements 4.605

Rutherford County Board of Education

Monitoring:

Review: Annually, in November

Descriptor Term:

Promotion and Retention

Descriptor Code:

4.603

Issued Date:

03/08/23

Rescinds:

4.603

Issued:

06/05/19

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.¹

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

- 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;³
- 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 1st deadline if the delay in identifying a
24 student is due to:⁴

- 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**

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.⁵

6 **PROMOTION PLANS⁶**

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

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

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

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

30 **RETENTION⁷**

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

33 *Decision of Retention – General⁹*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of

the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

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

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

Decision of Retention – Third Grade¹⁰

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

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

1. A student in third grade receiving a performance level rating of "approaching" 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;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law; or
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer 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*¹⁰

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 ~~or and~~
- ~~2. or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and~~ 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.
- ~~3. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.~~

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.

1 *Decision of Retention – Students with Disabilities*¹¹

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

6 **APPEALS**^{8, 12}

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

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

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

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

25 **HIGH SCHOOL COHORT**

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

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. Public Acts of 2024, Chapter No. 829
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)
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: Review: Annually, in November	Descriptor Term: Testing for Credit	Descriptor Code: 4.6041	Issued Date: 01/11/24
		Rescinds: 4.604	Issued: 01/30/20

Testing for Homeschool Credit

Students who are transferring from either a Category IV church-related school, Category V private school or home school must be given a comprehensive exam for the individual courses that appear on the student's official transcript.

The examination for graduation requirements may only cover the last course completed by the student (for example, if a student has completed English I, II and III, the examination may only cover English III).

Upon passing a comprehensive exam, the student will receive credit for course and the grade from the student's previous school will be factored into their GPA. For any course that is not passed by a comprehensive exam must be retaken.

Testing for Initial Credit

Students who are enrolled in grades 9-12 may earn up to four (4) graduation credits by obtaining a qualifying score on a credit test for an eligible course in which the student is not enrolled in. The following courses have been approved the State Board of Education:¹

1. English IV
2. Pre-Calculus
3. Anatomy & Physiology
4. Ecology
5. World History & Geography
6. Economics
7. Personal Finance
8. Latin I
9. German I
10. Spanish I
11. American Sign Language I
12. French I

Students will earn credits toward graduation upon passing the credit exam. The student's score shall be included on the student's transcript and calculated into the student's overall grade point average.

The following standards should be followed:

1. A student must request permission to study for the course over the summer. No credit will be offered to a student who does not secure permission prior to end of the school year leading into the summer in which they intend to study.
 - a. Students that enroll after the end of the school year must request to test within their first thirty (30) days of school.
2. A student must pass the comprehensive written examination (using a standardized currently adopted textbook produced test whenever possible) with a grade of 60 or above.
3. Examinations must provide evidence that the student has mastered all of the terminal objectives in the applicable curriculum framework(s) adopted by the State Board of Education.
4. The examination may be administered only once to each eligible student. The examination must be taken on the date scheduled by the District. Rescheduling of the examination for an individual student with a conflict shall only occur in extreme circumstances upon approval of the Director of Schools or his/her designee.

The Director of Schools shall develop procedures for:

1. Making application for credit;
2. Administering and scoring the examination; and
3. Recordkeeping to ensure that proper credit is given.

Legal References

1. [State Board of Education Policy 2.103](#)

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 01/11/24
		Rescinds: 4.605	Issued: 03/08/23

General

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

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

Before high school graduation, every student seeking an RCS diploma shall:¹

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

~~The curriculum for homebound students is an integral part of the general curriculum of each school; therefore, homebound students shall also have the same participatory privileges with the following stipulations:~~

- ~~The medical verification of the physical disability of the student to participate is provided to the homebound teacher; and~~
- ~~The principal of the school be notified by May 1st of the current year by the homebound teacher of the student's intent to participate in graduation rehearsals and exercises.~~

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

SPECIAL EDUCATION STUDENTS⁴

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

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

3 *Special Education Diploma*

- 4 A special education diploma shall be awarded to students who have not met the requirements for a regular
5 high school diploma⁵ but have:

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

9 *Occupational Diploma*

- 10 Special education students who do not meet the requirements for a regular high school diploma may be
11 awarded an occupational diploma if the student has:^{1,4}

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

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

20 *Alternate Academic Diploma*

- 21 Special education students who do not meet the requirements for a regular high school diploma may be
22 awarded an alternate academic diploma if the student has:⁴

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

30 **STUDENT LOAD**

- 31 All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
32 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
33 this requirement to the Director of Schools and then to the Board.⁶
34

35 **EARLY GRADUATION⁷**

1 High school students shall be permitted to complete an early graduation program. Students intending to
2 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
3 soon thereafter as the intent is known.

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

5 1. Move on When Ready Program:

- 6 a. Earn the required seventeen (17) credits;
- 7 b. Scores at the on-track or mastered level on each end-of-course assessment taken;
- 8 c. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 9 d. Scores at minimum a twenty-five (25) on the mathematics and English portions of the ACT;
- 10 e. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 11 f. Complete at least two (2) types of the following courses:
 - 12 AP;
 - 13 IB;
 - 14 Dual enrollment; or
 - 15 Dual credit.

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

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

21 **COURSE SUBSTITUTIONS⁸**

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

24 The following list includes other allowable course substitutions:

25 1. Integrated Math III or Algebra II:

- 26 a. Dual-Enrollment College Algebra;
- 27 b. IB Mathematics: Applications & Interpretations I SL

28 2. Chemistry

- 29 a. Dual-Enrollment College Chemistry;
- 30 b. AP Chemistry

31 3. Physics

- 32 a. Dual-Enrollment College Physics;
- 33 b. AP Physics;
- 34 c. Cambridge Physics

35 4. Biology

- 36 a. Dual-Enrollment College Biology;
- 37 b. AP Biology

38 5. World History and Geography

- 39 a. Dual-Enrollment College World History or Geography;
- 40 b. AP Human Geography, AP European History or AP World History

- 1 Other college- level course with equivalent standards approved by the Board of Education.
- 2 The university or college transcript will be required to record the equivalent course for all dual-
- 3 enrollment and college level courses.
- 4 The Director of Schools or his/her designee shall be responsible for creating any necessary administrative
- 5 procedures to facilitate such substitutions.

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](#)

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 01/11/24
		Rescinds: 4.606	Issued: 01/30/20

Students who have met all graduation requirements on the day of graduation may participate in graduation ceremonies which are held at the end of the school year. Students who are within two (2) or fewer credits of meeting all requirements¹ and can complete the requirements during the summer may participate in graduation activities conducted at the end of the summer school session.

Students are expected to participate in all graduation activities, and graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.²

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.³

The curriculum for homebound students is an integral part of the general curriculum of each school; therefore, homebound students shall also have the same participatory privileges with the following stipulations:

1. The medical verification of the physical disability of the student to participate is provided to the homebound teacher; and

2. The principal of the school be notified by May 1st of the current year by the homebound teacher of the student's intent to participate in graduation rehearsals and exercises.

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week of the day of graduation.

The ceremony and all activities included shall not be religious in nature.⁴ The content of any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees, or board.

The Director of Schools shall develop procedures to ensure that students are recognized at graduation ceremonies for the following achievements:⁵

- District Academic Honors;
- State Honors;
- State Distinction;
- Tri-Star Scholar;
- Tennessee Seal of Biliteracy;
- Students voluntarily completing at least ten (10) hours of community service each semester the student is in attendance at a public high school;

- 1 • Students receiving a gold or platinum medal on National Career Readiness Certificate
- 2 (WorkKeys);
- 3 • Work Ethic Distinction; and
- 4 • Industry 4.0 Distinction.

Legal References

1. [TCA 49-6-405\(b\)\(2\)](#)
2. [TCA 49-2-114](#)
3. [28 CFR § 36.201](#)
4. [Lee v. Weisman, 505 U.S. 577\(1992\), 112 S. Ct. 2649, 120 L. Ed. 2d 467 \(1992\)](#)
5. [State Board of Education Policy 2.103; TCA 49-6-6010](#)

Cross References

Section 504 & ADA Grievance Procedures 1.802
Student Fees and Fines 6.709

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: 06/05/14
		Rescinds: 5.115	Issued: 01/15/09

1 ASSIGNMENT

2 The Director of Schools shall assign personnel to the various schools or departments by June 15 preceding the
3 school year for which such persons are employed while allowing each principal or immediate supervisor to
4 assign more specific responsibilities within each school.¹

5 Assignment of employees shall be made by the Director of Schools based on the recommendation of the
6 appropriate division director and/or building principal. The assignment shall be determined by the applicant's
7 training, experience, and ability to perform the duties of the position and in the best interest of the schools.

8 Extra assignments for which supplements are provided and upon which initial employment was based may not
9 be relinquished in part by the employee without the approval of the person making the assignment. Other
10 assignments for which supplemental salary is provided shall be made on an annual contract basis.

11 TRANSFER (to move from one school or administrative unit to another)

12 The Director of Schools shall transfer employees as necessary for the efficient operation of the schools.²
13 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Director of Schools is
14 responsible for developing and disseminating procedures for transfers.

15 All employees transferred shall receive written notification of the transfer with reason(s) prior to the transfer.

16 The Board shall be notified of transfers at its next regular scheduled meeting.

17 Transfers shall be made in accordance with board policy and state law.

18 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

19 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
20 reassigned as necessary for the efficient operation of the schools. The Director of Schools is responsible for
21 developing and disseminating procedures for reassignments.

22 Reassignments shall be made by the employee's immediate supervisor with approval by the Director of Schools.

Legal References

1. TCA 49-2-301 (b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303 (b)(3)

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Recruitment 5.105

Rutherford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 10/31/18
		Rescinds: 5.118	Issued: 11/12/15

1 General

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

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

4 APPLICANTS AND EMPLOYEES

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

17 Background checks shall be required of these employees at least once every five (5) years after the date
18 of hire.¹

19 USE AND DISSEMINATION

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

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

28 All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction
29 of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on
30 the subject. The training shall provide those with access to CHRI with a working knowledge of federal

- 1 and state regulations and laws governing the security and processing of criminal history information.
2 The Director of Schools is responsible for ensuring that authorized personnel receive such training within
3 sixty (60) days of employment or job assignment and every three (3) years.

4 **RETENTION AND SECURITY**

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

10 **DISPOSAL OF CHRI**

- 11 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering
12 the information unreadable. Record destruction shall be conducted under the supervision of the Director
13 of Schools.

14 **MISUSE**

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

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
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: Review: Annually, in February	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 07/19/23
		Rescinds: 5.307	Issued: 08/15/13

General

Employees shall be notified of their right to report a physical assault to the appropriate law enforcement agency.¹

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. ~~If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.~~¹

Hourly employees shall receive an amount representing the average number of hours the employee works for the district per pay period along with their full benefits, if available, until the employee is released by his/her physician to return to work or his/her physician determines the employee is permanently unable to return to work. An hourly employee is not eligible to receive the continued pay and benefits if he/she has been employed by the district for less than one (1) full pay period.²

If the employee receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the employee's full salary or average pay, as applicable.² The district shall pay the full salary or average salary, or the difference between the employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one (1) year.

PHYSICIAN STATEMENT

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.³

Legal References:

- 1.Public Acts of 2024, Chapter No. 915
2. TCA 49-5-714(a); Public Acts of 2024, Chapter No. 839
3. TRR/MS 0520-01-02-.04(4)(b)

Cross References:

Worker's Compensation 3.602
Long Term Leaves of Absence 5.304

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/27/22
		Rescinds: 5.701	Issued: 06/07/18

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2} Substitute teachers may be employed and paid directly by the Board of Education or by a third party public or private employer through an agreement between such third party employer and the Board of Education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the Board of Education.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.⁴

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the contracted substitute provider who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

If employed directly by the Board of Education, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.⁵

CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.⁶

When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers that includes the annual school safety training required by
11 state law.⁷

12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
14 limited to, bus duty and playground supervision.

15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
20 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 07/07/22
		Rescinds: 5.802	Issued: 07/22/21

1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education; doctorate degree preferred
- 4 3. Three years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be
13 assigned by the Board. The Director of Schools may delegate these duties together with appropriate
14 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of
15 accountability.

16 ESSENTIAL FUNCTIONS

17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those
19 board-established priorities.
- 20 2. Prepares and recommends short and long-range plans for Board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the board president, agenda recommendations relative to all
23 matters requiring board action, including all facts, information, options, and reports needed to
24 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 25 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
26 of the proceedings of all meetings of the Board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
28 Recommends policies or courses of staff action.

6. Develops administrative procedures to implement board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.¹

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the public school funds and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Personnel Administration

1. Establishes lines of authority which shall be approved by the Board and shown on the district organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.

7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

Instructional Leadership

1. Serves as chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school district and its interests in community organizations, activities, and projects.

TERMS OF EMPLOYMENT: Twelve (12) months a year. Serves in accordance with the terms of the contract between the board and the Director of Schools. Salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the board's policy on evaluation of the Director of Schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); TCA 49-5-106(f); Public Acts of 2024, Chapter No. 577

Cross References

Executive Committee 1.301
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/27/22
		Rescinds: 6.200	Issued: 07/22/21

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

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

The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

Excused absences shall include:⁴

1. Personal illness/injury

- a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence.
- b. The ~~school~~ **district** may accept a written note from a parent/guardian or legal custodian for up to a total of eight (8) accumulated days during the school year for any absence. However, if a student is absent more than a total of eight (8) accumulated days, a doctor's note specifying inclusive dates for illness must be submitted in order for any subsequent absences due to illness to be excused.

2. Illness of immediate family member

- a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.

3. Death in the family

- a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.
- b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.

4. Extreme weather conditions

5. Religious observances⁵

6. Military Service of Parent/Guardian⁶

- a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.
- b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.⁶

7. Pregnancy

8. School-endorsed activities

9. Summons, subpoena, or court order

- a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.

10. Non-School-Sponsored Extracurricular Activity

- a. Documentation of the student's participation in the non-school-sponsored extracurricular activity must be submitted;
- b. The student's parent/guardian submits to the principal a written request for the excused absence no later than seven (7) business days prior to the student's absence.
- c. The principal, in writing, approves the student's excused absence.
- d. The principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year.
- e. The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.

11. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁷

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

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁸

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

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

1 *Progressive Truancy Intervention Plan*⁹

2 **Tier I**

3 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
4 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
5 not limited to, sharing of expectations online and in student handbooks, communicating tardies and
6 absences to families daily, providing transportation, and sharing community resources such as before
7 and after-school care options.

8 **Tier II**

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

- 11 1. A conference with the student and the student's parent(s)/guardian(s);
- 12
- 13 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
14 and the Attendance Supervisor/designee. The contract shall include:
 - 15 a. A specific description of the school's attendance expectations for the student;
 - 16 b. The period for which the contract is effective; and
 - 17 c. Penalties for additional absences and alleged school offenses, including additional
18 disciplinary action and potential referral to juvenile court.
- 19
- 20
- 21 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 22
- 23 4. A school employee shall conduct an individualized assessment detailing the reasons a student
24 has been absent from school. The employee may refer the student to counseling, community-
25 based services, or other services to address the student's attendance problems.

26 **Tier III**

27 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III may
28 consist of the following interventions, to be determined by the principal as needed: utilizing truancy
29 officers, peer mentors, social workers, or other appropriate staff to encourage consistent attendance, meet
30 with families to ascertain needs and hinderances to attendance, offering recommendations for
31 community resources such as before and after school care, and/or discuss transportation needs and assist
32 with problem-solving those needs. The interventions shall address students' needs in an age-appropriate
33 manner. Finalized plans shall be approved by the Director of Schools/designee.

34 **COLLEGE VISITS**¹⁰

35 Any high school student wishing to participate in a postsecondary school visit during the school year
36 shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date
37 of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any
38 postsecondary school visits and for ensuring the safety of the student during the visit.

The principal/designee shall count a student present for no more than three (3) days each school year for students participating in a postsecondary school visit. The student shall be counted present for the day of the postsecondary school visit and shall not be counted present during any travel days.

In order to be counted present for the school day missed, the student shall submit to the principal/designee a signed letter or form from a campus official verifying that the visit to the postsecondary school occurred.

The student shall complete any schoolwork missed due to the student participating in a postsecondary school visit.

PERFECT ATTENDANCE

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. To have perfect attendance in a particular class, a student must be present every day for over half of the class period.

Any student who misses class or a day of school because of observance of a day set aside as sacred by a religious denomination of which the student is a member or adherent, shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such observance.

Any student who misses class or a day of school because of a scheduled visit to a college or university shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such visit. Any student who misses class or a day of school because of earning an exemption from exams shall be deemed to have met the requirements for perfect attendance if his/her only absences were related to the exemptions.

POSITIVE INCENTIVES FOR PERFECT ATTENDANCE

Grades K-8

Individual schools are encouraged to provide incentives for regular attendance.

Grades 9-12

Final Exam Exemptions (Other than state mandated End of Course Exams)-Eligibility for exam exemptions (other than state mandated End of Course Exams) begins the first day of school. The final decision regarding final exemption of any student will be determined by the principal/designee. Any student who has been suspended (in-school or out-of-school) is not eligible for exemptions. The criteria for final exam exemption are as follows:

4x4 or Modified Block 1 Credit Classes	4x4 or Modified Block 0.5 Credit Classes
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4 absences-A average	2 absences-A average
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3 absences-B average	1 absence-B average
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2 absences-C average	
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1 1 absence – D average

2 Traditional Full Year Classes

Traditional One Semester Class

3 8 absences-A average

4 absences-A average

4 6 absences-B average

3 absences-B average

5 4 absences-C average

2 absences-C average

6 2 absences-D average

1 absence-D average

7 **ABSENCES MAY NOT BE MADE UP FOR THE PURPOSE OF QUALIFYING FOR EXAM**
8 **EXEMPTION.**

9 Any student in Rutherford County Schools with four (4) years perfect attendance will receive recognition
10 for this achievement.

11 **TARDIES K-12**

12 Being on time to school and class is essential for optimum teaching and learning. When a student is
13 tardy, he/she disrupts this process for others and loses important learning time for himself/herself. School
14 bus transportation is provided free of charge to students of Rutherford County. For this reason, tardies
15 related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an
16 excused tardy when late to school, the student must either:

17 a. A doctor's statement;

18 b. An official court notice; or

19 c. A parent conference or a parent's telephone call and approval by the administration.
20 (Personal illness would be excused.)
21

22 **STATE-MANDATED ASSESSMENT**

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

27 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
28 be averaged into their final grade.
29

CREDIT/PROMOTION DENIAL

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

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

DRIVER'S LICENSE REVOCATION²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

ATTENDANCE HEARING¹²

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

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

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

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803

- | | |
|---|---------------------------------------|
| 6. TCA 49-6-3019 | Voluntary Pre-K Attendance 6.2011 |
| 7. TCA 49-6-3007 | Homeless Students 6.503 |
| 8. TCA 49-6-3021 | Students in Foster Care 6.505 |
| 9. TCA 49-6-3007; TCA 49-6-3009 | Students from Military Families 6.506 |
| 10. State Board of Education Policy 4.100 | Student Records 6.600 |
| 11. TCA 49-2-203(b)(7); TCA 49-6-3002(b) | |
| 12. TRR/MS 0520-01-02-.17(7) | |

Rutherford County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

Voluntary Pre-K Attendance

Descriptor Code:

6.2011

Issued Date:

09/18/19

Rescinds:

6.2011

Issued:

06/07/18

The board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education.¹

While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

EXCUSED ABSENCES

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;

2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

DISTRICT VOLUNTARY PRE-K CONTACT

Ann Haley
Elementary Coordinator
Phone: 615-893-5815
E-Mail: haleya@rcschools.net

Legal References

1. TCA 49-6-101, *et seq.*; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 09/03/20
		Rescinds: 6.203	Issued: 01/15/09

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.⁴

A child whose care, custody, and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the central office.⁵

When enrolling students, all families must complete the Student Residency Questionnaire prior to being provided with an affidavit and/or prior to being denied enrollment for any other requirements for proof of residency to ensure compliance with Board Policy 6.502.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

ADJUDICATED DELINQUENT STUDENT⁶

~~Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information.~~

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or

2. Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker, or psychologist who is developing a plan for the student while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁷

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e); TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 07/19/23
		Rescinds: 6.300	Issued: 03/08/23

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices, RTI²B, multi-tiered system of supports, and behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort.² The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behavior support and interventions.³

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

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

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports, and behavior intervention plans.

MISBEHAVIORS: LEVEL I

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

Examples (not an exclusive listing)

- Classroom disturbances

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

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- Community service
- Reteaching of expectations
- Restorative practices
- Behavior contract
- Mediation
- Mentoring

MISBEHAVIORS: LEVEL II

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- School or class tardiness
- School or class truancy
- Using forged notes or excuses
- Disruptive classroom behavior
- Possession of a personal communication device when not authorized, if not drug related
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

- Teacher/schedule change
- Mediation
- Modified probation
- Behavior modification programs
- Peer counseling
- Referral to outside agency
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- In-school suspension
- Out-of-school suspension
- Referral for RTI²B
- Revision
- Reteaching of expectations
- Referral to Tier 2 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract
- Mentoring
- Community Service

1 MISBEHAVIORS: LEVEL III

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

4 *Examples (not an exclusive listing)*

- 5 • Continuation of unmodified Level I and II misbehaviors
- 6 • Fighting
- 7 • Vandalism (minor)
- 8 • Use, possession, sale, distribution, and/or being under the influence of tobacco, alcohol,
9 or a non-THC vape product
- 10 • Use, possession, sale, or distribution of drug paraphernalia
- 11 • Stealing
- 12 • Threats to others (including staff)
- 13 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
14 cyber-bullying, and/or hazing)
- 15 • Elopement from classroom/school building
- 16 • Possession of fireworks not deemed an explosive by law enforcement

17 *Disciplinary Procedures*

- 18 • The student is referred to the principal for appropriate disciplinary action.
- 19 • The principal meets with the student and the staff member.
- 20 • The principal hears the accusation and allows the student the opportunity to explain
21 his/her conduct.
- 22 • The principal takes appropriate disciplinary action.
- 23 • The principal may refer the incident to the Director of Schools and make
24 recommendations for consequences.
- 25 • If the student's program is to be changed, adequate notice shall be given to the student
26 and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a
27 hearing, and his/her right to be represented by a person of his/her choosing.
- 28 • Any change in school assignment is appealable to the Board.
- 29 • The record of offense and disciplinary action shall be maintained by the principal.

30 *Disciplinary Options (not an exclusive listing)*

- 31 • In-school suspension
- 32 • Detention
- 33 • Restitution from loss, damage, or stolen property
- 34 • Out-of-school suspension
- 35 • Social adjustment classes
- 36 • Transfer
- 37 • Referral to Tier 2 or 3 behavioral supports
- 38 • Restorative practices
- 39 • Review and revision of a behavior plan

- Behavior contract
- Mentoring
- Community Service
- Development of a safety plan

MISBEHAVIORS: LEVEL IV

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

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threats
- Extortion
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Sexual misconduct not resulting in a charge deemed a zero tolerance in Policy 6.309.
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
- Possession/use/sale/transfer of alcoholic beverages
- Possession/distribution of any drug paraphernalia
- Use/transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Off-campus criminal behavior that results in the student being legally charged and/or convicted with a felony or with what would have been a felony if the student were an adult, and the student's continued presence in school poses a danger to persons or property, or disrupts the educational process.⁶
- Assault against an employee¹⁴ (requires that the student shall be suspended from attendance at all school-sponsored events for no less than one (1) calendar year, unless modified by the Director of Schools.

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.

- ~~Law enforcement officials are contacted.~~ Law enforcement officials and the Director of Schools are immediately contacted, if applicable.
- ~~The incident is reported, and recommendations are made to the Director of Schools.~~
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options (not an exclusive listing)

- Other hearing authority or Board action which results in appropriate placement
- Long-term out-of-school suspension
- Expulsion up to one (1) year
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

MISBEHAVIORS: LEVEL V (ZERO TOLERANCE OFFENSES)

The below offenses have been deemed zero tolerance offenses under state law and by Board Policy. Except offenses deemed reasoned judgment offenses, notated with an asterisk, the below offenses shall result in an expulsion for a period of not less than one (1) calendar year, subject to modification by the Director of Schools on a case-by-case basis.⁸ Reasoned judgment offenses allow the principal to take into consideration intent and other factors to determine the appropriate level of discipline. For additional information, see Board Policy 6.309.

- Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug⁹
- Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug⁹
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance, controlled substance analogue, or legend drug⁹
- Possession of a firearm¹⁰
- Assault that results in bodily injury¹¹ upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault¹²
- Bomb threat
- Threat of mass violence on school property or at a school-related activity¹³
- Possession of substances or devices deemed to be explosives by law enforcement
- Students charged with committing an on-campus violent felony listed in Board Policy 6.309
- Possession/use/transfer of dangerous weapons other than firearms.*
- Possession/use/transfer of other instruments and substances with the intent to do harm to self or others or in a manner that renders the item dangerous.*

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials and the Director of Schools are immediately contacted.¹³
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- For zero tolerance offenses, expulsion for no less than one (1) year. Student may make application for modification to the Director of Schools.
- For reasoned judgement offenses marked with an asterisk:
 - Suspension
 - Remandment
 - Expulsion up to one (1) year, with ability to apply for modification.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court, unless the charge is one identified in Policy 6.309 as a zero-tolerance offense.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board Policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. Pay any activity fee;
 - b. Pay a library or other school fine; or
 - c. Make restitution for lost or damaged school property.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008
8. TCA 49-6-3401(g)(2); TCA 49-6-3402
9. TCA 39-17-454; TCA 53-10-101
10. 18 USCA § 921(a)(3); 20 USCA § 7961
11. TCA 39-13-101(a)(1)
12. TCA 39-13-102
13. TCA 49-6-4209; TCA 39-17-13-12; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882
14. Public Acts of 2024, Chapter 915

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 09/18/19
		Rescinds: 6.308	Issued: 01/15/09

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s)/other persons previously granted permission by the district to be on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the following day, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent(s)/guardian(s) and signed by the school principal.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

- 1 The district shall comply with all applicable state and federal laws related to photographs and video
2 recordings.³ These materials shall be maintained for a minimum of three (3) days. Photographs and
3 videos may not be available after three days due to the limitations of data storage space.
4 Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of
5 Schools/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be
6 present when parent(s)/guardian(s) are provided the opportunity to review photographs and video
7 footage.⁴
- 8 The Director of Schools shall develop procedures governing the use of video cameras in accordance with
9 the provisions of the law and established Board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 07/19/23
		Rescinds: 6.309	Issued: 03/08/23

ZERO TOLERANCE OFFENSES¹

State law and/or the Rutherford County Board of Education has classified certain offenses as requiring a mandatory minimum of one (1) calendar year suspension upon a determination by the Principal that a student has committed one (1) of these offenses, commonly referred to as zero tolerance offenses. These offenses are threats to the health and safety of staff and students and intolerably disruptive to the educational process. The following are offenses that automatically result in a suspension of not less than one (1) calendar year, except as otherwise prohibited by federal law for students with disabilities. On a case-by-case basis, the Director of Schools may modify the suspension through a request for modification:

- 1. DRUGS.²** Students shall not unlawfully possess, handle, transmit, use, be under the influence of, share, or sell any drugs, or any controlled substances, on school grounds, at school-sponsored events, or on school buses. "Drug" means any controlled substance, controlled substance analogue, marijuana, legend drug or any other substance whose possession or use is regulated in any manner by any governmental authority. Exception: Use of tobacco products is not a zero tolerance offense. See Board Policy 1.803 (Tobacco/Free Schools).
- 2. FIREARMS.³** Students shall not possess, handle, transmit, use, or attempt to use firearms on school grounds, at school-sponsored events, or on school buses. This zero tolerance policy applies irrespective of whether the firearm is loaded or unloaded.
- 3. ASSAULT OF EMPLOYEE/SRO.** Students shall not commit aggravated assault⁴ or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.⁴
- 4. THREATS OF MASS VIOLENCE.** Students shall not make **valid** threats of mass violence **as determined by a threat assessment** team on school property or at a school-related activity.⁵
- 5. BOMB THREATS.** Students shall not make, aid, or encourage the making of a bomb threat or bomb threat hoax.
- 6. POSSESSION OF EXPLOSIVES.** Any student found in possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines or similar devices shall be subject to the zero tolerance policy. Possession of fireworks altered or modified to constitute an explosive may be

considered a zero tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. For general possession of fireworks not deemed an explosive by law enforcement, see Board Policy 6.300.

- 7. ON-CAMPUS FELONIES.**⁶ Any student who commits any of the following felonies on school grounds, at school-sponsored events, or on school buses and is subsequently charged with said felony will be subject to the zero tolerance policy. These crimes inherently create a serious risk to the health and safety of staff and students, and extraordinarily disrupt the educational process. Off-Campus criminal behavior is addressed in Board Policy 6.300:

- a. Rape (including aggravated)
- b. Murder (including attempted)
- c. Robbery (including aggravated or especially aggravated)
- d. Kidnapping (including aggravated)
- e. Aggravated Assault (Student does not have to be charged to be a zero tolerance if elements of TCA 39-13-102 met)
- f. Felony Reckless Endangerment
- g. Sexual Battery (including aggravated)
- h. Carjacking

REASONED JUDGMENT OFFENSES

State law and the Rutherford County Board of Education has identified other zero tolerance offenses that, depending on the individual circumstances, may warrant a reasoned judgment by the Principal in assigning discipline. These offenses may result in suspension, remandment, or expulsion up to one (1) year. Students subject to expulsion may apply for modification to the Director of Schools utilizing the same process as zero tolerance offenses listed above:

- 1. WEAPONS OTHER THAN FIREARMS.** State law allows the school administrator to use reasoned judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is broad since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the Principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his/her decision. The Principal may assign punishment, including remandment or suspension up to one (1) calendar year based on these considerations. If a student is suspended for the maximum time of one (1) year, the student and/or his/her parent/guardians may make application for modification to the Director of Schools.
- 2. OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in possession of or use any instruments or substances, including but not limited to nonprescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to self or others or in a manner which renders the item dangerous in school buildings or on school grounds, or on any grounds used for school purposes at any

time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g); TCA 39-17-1309; TCA 49-6-4209; 18 USC 921
2. TCA 49-6-4202; TCA 53-10-101
3. 18 USC 921
4. TCA 49-6-3401(g)(1)(B)
5. Public Acts of 2023, Chapter No. 299; Public Acts of 2024, Chapter No. 882
6. TCA 49-6-3401(a)(14)
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

Drug-Free Schools 6.307
Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 06/05/19
		Rescinds: 6.316	Issued: 08/15/13

DEFINITIONS:¹

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;³
8. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;⁴

9. Possession of a toy weapon on school property. A toy weapon includes, but is not limited to, a pistol, gun, firearm, sword, or knife (with the exception of toy weapons brought for school sponsored or approved purposes).;
10. Assaulting a principal or teacher with vulgar, obscene or threatening language;
11. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;⁵
12. Engaging in behavior which disrupts a class or school-sponsored activity;
13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event, or an invalid threat of mass violence⁶;
14. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
15. Off-campus criminal behavior resulting in felony charges, or the equivalent if the student were to be charged as an adult; when behavior poses a danger to persons or property or disrupts the educational process;
16. Any other conduct prejudicial to good order or discipline in any school; and
17. Any zero tolerance offense as defined in Policy 6.313.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.⁷

IN-SCHOOL SUSPENSION:⁸

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-

school suspension shall be required to complete academic assignments and shall receive credit for work completed.

OUT-OF-SCHOOL SUSPENSION:⁹

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (other than for in-school suspension of one (1) day or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and director of schools.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
 - c. Of the cause of the suspension, of the conditions of readmission, which may include, at the request of either party, a meeting of the parent/guardian, student and principal.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.

8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

SCHOOL-SPONSORED EVENTS¹⁰

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 39-17-1309(b)
4. TCA 39-17-1309
5. TCA 53-10-101
6. Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(i)
8. TCA 49-6-3401(b)(1)
9. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415; Individuals with Disabilities Act Amendments of 1997 § 615
10. Public Acts of 2024, Chapter No. 915

Cross References

Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Discipline Procedures 6.313
Disciplinary Hearing Authority 6.317

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 07/27/22
		Rescinds: 5-21	Issued: 01/15/09

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which s/he seeks enrollment.

After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension/expulsion from the former school system. ~~and make a recommendation to the Board to approve or deny the request~~ The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.¹

Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Rutherford County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 07/27/22
		Rescinds: 6.409	Issued: 07/28/20

General

The Director of Schools shall:¹

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school and submit this information to the Department of Children's Services;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all employees annually complete the child abuse training program required by state law.²

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.⁵

The report shall include, to the extent known by the reporter:⁶

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 01/11/24
		Rescinds: 6.415	Issued: 06/09/16

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided suicide intervention and prevention resources.

PREVENTION¹

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

INTERVENTION¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall follow the Rutherford County Mental Health Procedures and ensure the student is placed under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable.

Prior to contacting the student's parent/guardian, ~~the director of schools~~ the principal or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.²

The ~~director of schools~~ principal or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the ~~director of schools~~ principal or designee shall contact the Department of Children's Services.²

The ~~director of schools~~ principal or designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;

2. The individual contacted;
3. The parent/guardian's response; and
4. Anticipated follow-up.

Prior to a student returning to school, the ~~director of schools~~ principal or designee ~~and/or principal~~ shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care, and is no longer an immediate danger to themselves or others and is cleared to return to school.

POSTVENTION¹

Immediately following a student suicide death, Student Services personnel work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed.

REPORTS

Schools will compile information related to suicide threats during the school year which require implementation of this policy and submit a report to the director of schools/designee, at the end of each school year.

Legal References

1. TCA 49-6-1901
2. T.C.A. 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

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

General

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

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

TITLE IX COORDINATOR⁵

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

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

Title: Pierrecia Lyons

Mailing address: 2240 Southpark Drive, Murfreesboro, Tennessee 37128

Phone number: 615-893-5812

Email: lyonsp@rcschools.net

DEFINITIONS⁴

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

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

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

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

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

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

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

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

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

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

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

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

Complaints

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

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

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

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
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~~ Timely investigation shall commence upon written notice from the Title
9 IX Coordinator to the respondent. The investigator shall initiate an investigation ~~within forty-eight (48)~~
10 ~~hours in a timely manner after receipt of the complaint.~~ If an investigation is not initiated ~~within forty-~~
11 ~~eight (48) hours in a timely manner,~~ the investigator shall provide the Title IX Coordinator, or, if the
12 Title IX Coordinator is the investigator, the Director of Schools, with appropriate documentation
13 detailing the reasons why the investigation was not initiated within the required timeframe.

14 All investigations shall be completed within ~~twenty (20)~~ ninety (90) calendar days from the receipt of
15 the initial complaint. If the investigation is not complete within ~~twenty (20)~~ ninety (90) calendar days,
16 the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the
17 reasons 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
- 21 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
22 and present relevant evidence;
- 23
- 24 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
25 seek disclosure of information protected under a legally recognized privilege unless such
26 privilege has been waived;¹⁷
- 27
- 28 4. Provide the parties with the same opportunities to have others present during any grievance
29 proceeding;
- 30
- 31 5. Provide to parties whose participation is requested written notice of the date, time, location,
32 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
33 for the party to prepare to participate;
- 34
- 35 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
36 the allegations in the formal complaint; and
- 37
- 38 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 39
- 40 a. Prior to the completion of the investigative report, the investigator shall send to each
41 party the evidence subject to inspection and review. All parties shall have at least ten

(10) days to submit a written response which shall be taken into consideration in creating the final report.

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

Determination of Responsibility¹⁹

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

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

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

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

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

APPEALS²²

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

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

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

During the appeal process, the parties shall have a reasonable, equal opportunity **ten (10) days from the date of written notice of the appointment letter of the hearing officer** to submit written statements.

~~Within ten (10) calendar days,~~ The hearing officer shall issue a written decision describing the result of

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

Click here to choose a school board.			
Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **[insert title of employee]** shall be responsible for library collection development. He/she shall post
 3 the list of library materials online. Library materials shall be reviewed to ensure the content aligns with
 4 state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along
 5 with the reading level of the selected items for suitability. ¹ A list of new materials shall be reviewed by
 6 **[insert title of employee]**.

7 **[Insert title of employee]** shall be responsible for periodically reviewing the district's library collection
 8 in line with the standards established below. **[Note: The Board can create a more specific review**
 9 **process.]** Any materials found to be out of alignment with the standards shall be removed, and this action
 10 shall be documented in writing and presented to the Director of Schools and the Board.

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

13 **[Note: The Board can include local standards.]**

- 14 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 15
- 16 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 17 them. The determining factor will be based on an assessment of any mature themes or content
- 18 (i.e., violence, sexual content, vulgar language, substance abuse);
- 19
- 20 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 21
- 22 4. The collection as a whole shall offer a variety of viewpoints.

23 Any materials that meet the following criteria shall be removed and excluded from the district's library
 24 collection:

- 25 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
- 26 violence, or sadomasochistic abuse as defined in state law³;
- 27
- 28 2. Are patently offensive as defined in state law; or
- 29
- 30 3. Appeal to the prurient interest as defined in state law.

1 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

2 COMPLAINTS⁴

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

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

- 7 1. Inform the complainant of the selection procedures and make no commitments.
- 8
- 9 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 10
- 11 3. Inform the principal (and other appropriate personnel).
- 12
- 13 4. Keep challenged materials available for use during the reconsideration process.

14 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
15 may request review of the challenged materials by an ad hoc materials review committee within thirty
16 (30) days. If the principal appoints a review committee, it should include certified library media
17 personnel, representatives from classroom teachers, and one or more parents.

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

- 19 1. Read, view, or listen to the contested material in its entirety;
- 20
- 21 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 22
- 23 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
24 students who have access to the materials and whether the material is suitable for, and
25 consistent with, the educational mission of the school; and
- 26
- 27 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
28 material for its strength and value.

29 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
30 assess the findings along with the recommendation of the principal and present a recommendation to
31 the Board.

32 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
33 the material to determine whether it is appropriate for the age and maturity levels of the students who
34 have access to the materials and whether the material is suitable for, and consistent with, the
35 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
36 the decision within sixty (60) days from which the feedback was received.

1 REMOVAL OF LIBRARY MATERIALS

- 2 If it is determined that the material is not appropriate for the age and maturity levels of the students
3 who have access to them or is not suitable for, and consistent with, the educational mission of the
4 school, the material shall be removed from the library collection.

Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

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: 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

COMPLAINTS

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

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

APPEALS TO THE DIRECTOR OF SCHOOLS

The complainant may appeal the Committee's decision to the Director of Schools within fifteen (15) days of receiving notice of the Committee's decision. The Director of Schools shall review the decision made by the Committee and make a determination whether the material is appropriate for the age and 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: 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

COMPLAINTS

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

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

APPEALS TO THE DIRECTOR OF SCHOOLS

The complainant may appeal the Committee's decision to the Director of Schools within fifteen (15) days of receiving notice of the Committee's decision. The Director of Schools shall review the decision made by the Committee and make a determination whether the material is appropriate for the age and 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 put the material in the restricted reading list and require the
16 material to only be accessible to those students that have written permission from their parent or
17 guardian.

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

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

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

37 **RESTRICTED READING LIST**

1 A restricted reading list will be included for all middle and high school libraries. To access the restricted
2 reading materials, parents are required to opt-in for children under the age of eighteen (18) allowing
3 them to check out materials from the mature reading list. The restricted reading list will consist of books
4 on appeal that are deemed retained, along with any additional material included by the media specialist.
5 The list will be made available on RCS's website. Said opt-in will be provided on the student information
6 system during student enrollment and verification.

7

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 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:

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

Elementary School:

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

Middle School and High School:

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

Implementation:

- Curriculum development and scheduling of SRO involvement will be coordinated between school administrators, teachers, and law enforcement agencies.
- Elementary school curriculum materials will be provided by the SRO, with input and guidance from SROs to ensure alignment with safety and character education objectives.

- 1 c. Middle and high school sessions will be scheduled at the beginning of each school year, with
- 2 ongoing collaboration between SROs and school staff to address emerging issues and concerns.
- 3 d. Documentation of SRO involvement and curriculum implementation will be maintained for
- 4 monitoring, evaluation, and continuous improvement purposes.
- 5 e. If an SRO fails to comply or is unavailable per policy requirements, the Director of Schools
- 6 will 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) 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 **academic year** for K, 2nd, and 4th grades and two extra classes added for 1st, 3rd, and 5th
8 grades.
- 9 b. Character education lessons will cover topics such as respect, honesty, responsibility, kindness,
10 empathy, and citizenship.
- 11 c. SROs will collaborate with elementary school staff to deliver engaging and age-appropriate
12 lessons that reinforce positive character traits and foster a safe and supportive learning
13 environment.

14
15 Middle School and High School:

- 16 a. SROs will conduct designated two 50-minute sessions at the beginning of the school year to
17 educate students on legal issues, safety protocols, and proactive measures.
- 18 b. These sessions will focus on discussing behaviors that could lead to arrest, legal consequences,
19 and appropriate responses in various situations.
- 20 c. Middle school and high school students will participate in two classes per semester, addressing
21 topics such as drug prevention, awareness of substance abuse, and understanding the
22 consequences of illegal activities.
- 23 d. **The Freshman English class can be used to set up sessions on crisis response time and the do's
24 and don'ts of behavior that can lead to serious repercussions at the beginning of the school year.**
- 25 e. Additional topics covered at the high school level may include the dangers of drug and alcohol
26 abuse, safe dating, and self-defense strategies.
- 27 f. SROs will utilize interactive and engaging teaching methods to facilitate student participation
28 and comprehension of the material.

29
30 Implementation:

- 31 a. Curriculum development and scheduling of SRO involvement will be coordinated between
32 school administrators, teachers, and law enforcement agencies.

- 1 b. Elementary school curriculum materials will be provided by the SRO, with input and guidance
- 2 from SROs to ensure alignment with safety and character education objectives.
- 3 c. Middle and high school sessions will be scheduled at the beginning of each school year, with
- 4 ongoing collaboration between SROs and school staff to address emerging issues and concerns.
- 5 d. Documentation of SRO involvement and curriculum implementation will be maintained for
- 6 monitoring, evaluation, and continuous improvement purposes.
- 7 e. If an SRO fails to comply or is unavailable per policy requirements, the Director of Schools
- 8 will 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 November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General

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

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

FAMILY LIFE INSTRUCTION

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

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;
3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;
4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;
5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;
6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, human trafficking in which a victim is the child, and internet crimes against children;
7. Provide instruction on the prevention of dating violence;
8. Encourage communication between parent(s)/guardian(s) and students;

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

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

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

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

TRAINING ON INSTRUCTION

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

REPORTING²

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

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.¹

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval.

District technology staff are tasked with overseeing the implementation of AI programs. These staff members will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

STAFF USE

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:

- Violate the terms of the use of the AI tool;
- Would mislead a supervisor or others as to the nature of the work; or
- Would be inconsistent with the teacher code of ethic;²

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;
4. Outputs shall not be incorporated into proprietary content or works; and
5. **[Insert any other local expectations.]**

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by **[insert method (e.g., posting on the website, inclusion in the student handbook)]**.

REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ The opioid
4 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
5 school personnel expected to provide emergency care to students shall be trained according to the
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)