

**Committee  
Members**

*Chairwoman,*  
**Claire Maxwell**

*Vice Chairwoman,*  
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**Katie Darby**

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**Dr. Mark Gullion**

**Larry Creasy**

**Missy Blissard**

**Sue E. Lee**

**Monica Carr**

**Jason Scales**

**Joe Hardman**

**Dr. James  
Sullivan**

**Monika Ridley**

**Jeff Reed**

**SPECIAL CALLED POLICY COMMITTEE MEETING**

**AGENDA**

**5:00 p.m.**

**April 29, 2025**

**Claire Maxwell, Chairwoman**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**4. Public Comment**

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

**5. Policy Changes**

**a. Policy 6.312 – Use of Personal Communication Devices and Electronic Devices**

For discussion.

**b. Policy 1.703 – School Attendance Zones and Exemptions**

Postponed from meeting on 1/15/2025.

**c. Policy 1.901 – Charter School Applications**

Adds requirement for charter schools to use the same student information system (SIS) as RCS.

**d. Policy 3.206 – Community Use of School Facilities**

Adds language that users will observe facility closures in the event of inclement weather.

**e. Policy 4.403 – Library Materials**

For discussion.

**f. Policy 4.605 – Graduation Requirements**

Postponed from meeting on 1/15/2025.

**g. Policy 5.302 – Sick Leave**

Adds language to clarify bereavement leave for classified and certified staff.

**h. Policy 6.204 – Attendance of Non-Resident Students**

Removes Rutherford County Virtual School as an exception to residency requirements.

**i. Policy 6.4031 – Pediculosis (Head Lice)**

Updates policy to reflect changes in handling of students with lice.

**j. Policy 6.411 – Student Wellness**

Changes required meetings of the Healthy School Team from four (4) to two (2) per school year.

- k. Policy 6.502 – Foreign Exchange Students**  
Adds language to comply with choice seats requirements.

## **6. Adjournment**

<b>Rutherford County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>6.312</b>	Issued: <b>05/04/21</b>

## **DEFINITIONS**

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A “personal electronic device” is a device that can be used as a camera, a recorder, a video/sound player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices, laptops, mp3 players, cameras, wearable technology such as eyeglasses, rings or watches that can record, live stream or interact with wireless technology on school property.

“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of disruption. Use shall also include passively recording, filming, streaming, broadcasting, or AirDropping, or Quick Sharing.

## **PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

### **Use by Students in Grades PreK-5**

Students may possess PCDs while on school property. However, the PCD must be in silent mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used unless the principal or the principal’s designee grants a student permission to do so. The principal or the principal’s designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### **Use by Students in Grades 6-8**

Students may possess PCDs while on school property. The devices may be used during after-school activities. At other times the PCD must be in silent mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal’s designee grants a student permission to do so. The principal or the principal’s designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### **Use by Students in Grades 9-12**

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods and during class transition times. At all other times the PCD must in silent mode.

1 The principal or the principal's designee may grant a student permission to use a PCD during class time  
2 for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### 3 **VIOLATION OF PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC** 4 **DEVICES**

5 Students must adhere to the Rutherford County Board of Education's Acceptable Use Policy when using  
6 PCDs and personal electronic devices as permitted in this policy. Possession of PCDs and/or personal  
7 electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited  
8 by a student who fails to abide by the terms of this policy.

9 A PCD used outside these parameters may result in confiscation of the PCD until it can be released  
10 directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy,  
11 is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD  
12 privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or  
13 is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

14 PCD and/or personal electronic device may also be temporarily confiscated for search if the school has  
15 adequate and legal grounds to do so. If no evidence of illegal or inappropriate activity is found, the device  
16 should be immediately returned. If evidence of illegal or inappropriate activity is found, the device may  
17 be turned over to law enforcement, if appropriate, or picked up by a parent/guardian at the end of that  
18 same school day.

19 The Rutherford County Board of Education, its schools, nor its employees assume no responsibility or  
20 liability for the loss or damage to any student's personal communication device, or for the unauthorized  
21 use of a student's personal communication device.

### 22 **INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES**

23 In addition to the parameters established above, use of a PCD or other electronic device to bully, harass  
24 or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device  
25 for any illicit activity including but not limited to take, disseminate, transfer, or share obscene,  
26 pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic  
27 data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking,  
28 disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise  
29 inappropriate images or photographs of other students or any other individual, particularly underage, at  
30 school, on a school bus or while attending any school event or activity will be subject to the disciplinary  
31 procedures of the school district and reported to law enforcement and other appropriate State or Federal  
32 agencies.



**State of Tennessee**  
**PUBLIC CHAPTER NO. 103**

**HOUSE BILL NO. 932**

**By Representatives Alexander, White, Howell, Slater, Cepicky, Hemmer, Renea Jones, McCalmon, Zachary, Brock Martin, Williams, Tim Hicks, Gary Hicks, Vital, Travis, Burkhart, Atchley, Raper, Hakeem, Maberry, Eldridge, Reeves, Lamberth, Davis, Terry, Helton-Haynes, Hale, Bricken, Sparks, Stinnett, Wright, Marsh, Hawk, Sherrell, Scarbrough, Hurt, Kumar, Hardaway, Barrett, Todd, Reedy, Glynn**

**Substituted for: Senate Bill No. 897**

**By Senators Haile, Yager, Bailey, Bowling, Crowe, Hensley, Massey, Powers, Reeves, Rose, Stevens, Walley**

AN ACT to amend Tennessee Code Annotated, Title 49, relative to communication devices at schools.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 3, is amended by adding the following as a new section:

(a) As used in this section, "wireless communication device" means a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including, but not limited to:

- (1) Cellular telephones;
- (2) Tablet computers;
- (3) Laptop computers; and
- (4) Gaming devices.

(b) Each local board of education and each public charter school governing body shall adopt and implement a wireless communication device policy that:

(1) Except as provided in subdivisions (b)(2)-(4), prohibits a student from using a wireless communication device during instructional time;

(2) Authorizes a teacher to allow a student to use a wireless communication device for educational purposes during instructional time;

(3) Permits a student to use a wireless communication device in the event of an emergency or to manage the student's health;

(4) Permits a student to use a wireless communication device during instructional time if:

(A) The student's use of the wireless communication device is included in the student's:

(i) Individualized education program under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.);

(ii) Active 504 plan developed under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); or

(iii) Individual learning plan; or

**HB932**

(B) The wireless communication device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities; and

(5) Establishes a process by which parents or guardians of students will be contacted in the event of an emergency or possible emergency occurring at the school at which the parent's student is enrolled to ensure that the absence of, or restricted access to, wireless communication devices during the school day does not prevent parents from receiving notice of an emergency or possible emergency.

(c) Each LEA and public charter school shall publish the wireless communication device policy established pursuant to subsection (b) on its website.

SECTION 2. Tennessee Code Annotated, Section 49-6-4002, is amended by deleting subsection (h) and substituting:

(h) A discipline policy or code of conduct adopted by a local board of education or public charter school governing body may authorize a teacher to withhold a student's wireless communication device from the student for the duration of the instructional time if the student is noncompliant with the LEA's or public charter school's wireless communication device policy adopted pursuant to Section 1. As used in this subsection (h), "wireless communication device" has the same meaning as defined in Section 1.

SECTION 3. This act takes effect July 1, 2025, the public welfare requiring it, and applies to the 2025-2026 school year and each school year thereafter.

HOUSE BILL NO. 932

PASSED: March 13, 2025



CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 28<sup>th</sup> day of March 2025



BILL LEE, GOVERNOR

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Attendance Zones and Exemptions</b>	Descriptor Code: <b>1.703</b>	Issued Date: <b>12/15/22</b>
		Rescinds: <b>1.703</b>	Issued: <b>11/11/21</b>

## I. Residence

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

## II. Attendance Areas

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

## III. Transfers

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

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

## IV. Zone Exemptions

A. Before February 1 of each school year, the district's instruction staff and principals will identify which schools that, based on the school's capacities per grade, class and program levels, have space available to serve additional students. In determining available space at the class level, the school district will use averages specified in TCA 49-1-104, building capacity, and other appropriate considerations.

B. The number of spaces available for enrollment in each school by grade, class, and program levels will be posted on the district's website at least fourteen (14) days before the beginning of the open enrollment period. A reasonable amount of enrollment spaces will be reserved to

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

- 5 C. For a minimum of thirty (30) calendar days between December and April of each school year,  
6 parents/guardians may request that his/her child attend a school within the system other than the  
7 one which the child is zoned using the zone exemption application process, which will be posted  
8 on the district's website.  
9

- 10 D. The specific procedures will be developed and approved by the Director of Schools, and the  
11 process will be overseen by the Director's designee. Procedures shall be posted on the district's  
12 website [www.rcschool.net](http://www.rcschool.net).  
13

- 14 E. At the end of the open enrollment period, the district will approve an application for transfer if  
15 space is available for the student at the requested school. If the number of applications for transfer  
16 to a school exceeds the number of spaces available for enrollment in the school at the building,  
17 grade, class, or program level, the school district will conduct a lottery to select the students who  
18 may transfer to the school.  
19

- 20 F. The Director of Schools may consider administrative placement of students on a case-by-case  
21 basis for extreme hardship situations.

- 22 G. No one is authorized to grant an exemption to applicable school zones other than those specified  
23 in this policy.

- 24 H. If an attendance zone exemption is granted, transportation must be provided by the custodial  
25 parents or legal guardian to the school outside the attendance transportation zone. Bus  
26 transportation will not be provided to or from the out-of-zone school.

- 27 I. This policy does not in any way prohibit an M-team, the childcare development advisory  
28 committee, or the disciplinary hearing committee from making program recommendations for  
29 students at any time during the school year.

- 30 J. Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be reassigned  
31 to their school of zone immediately.

- 32 K. School personnel who knowingly allow or encourage a student to violate the school zone line  
33 without an exemption having previously been granted shall be disciplined.

- 34 L. If a student is granted a zone exemption, the student will be permitted to continue to attend the  
35 new school in subsequent years based upon the exemption unless the exemption is granted for a  
36 student to participate in a program of study. If the exemption was based on a particular program

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

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

12 N. Holloway High, Homer Pittard Campus School, magnet schools (Central Magnet School,  
13 McFadden School of Excellence, and Thurman Francis Arts Academy), and other Board-  
14 approved programs (Oakland High School IB and LaVergne Early College Program), as well as  
15 alternative schools are not zoned schools; therefore, zone exemption applications are not  
16 accepted for transfers to these schools/programs.  
17

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>05/09/24</b>
		Rescinds: <b>1.704</b>	Issued: <b>07/19/23</b>

## *General*

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

## **APPLICATION PROCESS<sup>2</sup>**

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

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

Applications shall be submitted to the Board and Department of Education on or before 11:59 p.m. on February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$2,500.00.<sup>2</sup>

The Director of Schools or his/her designee shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.<sup>3</sup>

## **REVIEW TEAM<sup>1</sup>**

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

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

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

The review team shall:

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

#### **APPROVAL/DENIAL OF APPLICATION<sup>5</sup>**

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

##### *Approval*

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

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.<sup>6</sup>

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.<sup>7</sup>

Charter schools approved by the Board shall use the same student information system (SIS) as the district. In the event the district switches providers for the SIS, charter schools will have to adopt the new SIS without any cost to the district.

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

1 New charter school agreements are approved for a ten (10) year period.<sup>8</sup> The Board may revoke or  
2 deny renewal of a charter school agreement for any of the reasons enumerated in state law.<sup>9</sup>

3 *Denial*

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

8 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter  
9 School Commission.<sup>10</sup>

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Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Community Use of School Facilities</b>	Descriptor Code: <b>3.206</b>	Issued Date: <b>09/18/19</b>
		Rescinds: <b>3.206</b>	Issued: <b>03/17/16</b>

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.<sup>1,2</sup>

1. School facilities shall not be used for funeral, cremation, or burial purposes or services. Memorial services may be permitted for individuals who have particularly strong involvement with a school or the school system if approved in advance by the Director of Schools, and so long as the deceased is not brought onto school facility property.
2. Requests for the use of a school's facilities shall be made at the office of the principal at least thirty (30) days prior to the date of use.
3. Unless exempted from fees as provided in this policy or by state law, any group or entity desiring to use a school facility shall be required to pay the school system for the use of the facilities in accordance with a fee schedule adopted by the Board of Education.
4. Student clubs and activities of a Rutherford County school, a parent-teacher association of a Rutherford County school, organizations affiliated with a Rutherford County school, and governmental entities of Rutherford County shall be permitted use of school facilities without charge. Public schools of the State of Tennessee serving any grades between Kindergarten and Twelfth grade shall also be allowed to use school facilities without charge for activities associated with Rutherford County schools or if approved by the Director of Schools. Public education schools and institutions, post-secondary education institutions, private universities and colleges, and governmental entities or agencies that provide benefits to the Rutherford County school system or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny as determined in the sole discretion of the Board based upon the details of the specific request.
5. Subject to the limitations provided in this section, non-profit entities with educational purposes ("Educational Organization") may enter into a Memorandum of Agreement with a school to provide in-kind services to a school with a value equal to or greater than the facilities use fee for the facilities sought in exchange for which the Educational Organization may be allowed the use of said facilities without charge for meetings or events involving students attending the school for which the use of facilities is sought. The terms and conditions of the Memorandum of Agreement must be approved by the Director of Schools or his/her designee and is further subject to availability of space and such terms and conditions as the Director may require. In the event an Educational Organization meeting or event involves an expense to the school in

- 1 excess of normal and routine utilities, the Director of Schools or his/her designee shall still  
2 require payment of those costs as a condition to allowing the use of facilities. In the event an  
3 Educational Organization does not provide the in-kind services agreed in the Memorandum of  
4 Agreement, the Educational Organization will be responsible for payment of the use of  
5 facilities fee for the facilities utilized. Notwithstanding the above, no athletic competition or  
6 practice utilizing gym or field facilities shall be eligible for use without payment of a fee under  
7 a Memorandum of Agreement due to the expense of maintaining such facilities after such uses.  
8
- 9 6. School facilities may not be used for private profit, except that unused facilities may be leased  
10 for private day-care centers which provide educational and child care services to the  
11 community;<sup>3</sup>  
12
- 13 7. All activities must be under adult supervision and approved by the building principal. If  
14 deemed necessary, the principal may assign a school employee to be present. The group using  
15 the facilities will be responsible for any damage to the building or equipment.  
16
- 17 8. Groups receiving permission for building use are restricted to the dates and hours approved and  
18 to the building area and facilities indicated, unless requested changes are approved by the  
19 principal. Entry into other areas of the facility will be considered trespassing. The permission  
20 granted for each group may not be extended to other groups or individuals.  
21
- 22 9. Groups receiving permission for building use are responsible for the observance of all fire and  
23 safety regulations at all times; Groups will be required to agree to consult with the Principal or  
24 designee about compliance with the existing school safety plan as a part of their use. The  
25 number of attendees may not exceed the number authorized and must comply with local fire  
26 codes.  
27
- 28 10. The use of alcoholic beverages, weapons or explosives, drugs or tobacco, profane language, or  
29 gambling in any form is not permitted in school buildings;  
30
- 31 11. During emergencies or disasters, the Board will cooperate with recognized agencies, such as  
32 the Red Cross, National Guard and Civil Defense to make suitable facilities available without  
33 charge;  
34
- 35 12. When school kitchens are used, at least one member of the cafeteria staff must be present to  
36 supervise the use of equipment;  
37
- 38 13. The Board will approve and periodically review a fee schedule for the use of school facilities  
39 by community or civic organizations and other non-profit groups.  
40
- 41 14. The Director of Schools shall develop procedures and forms to effectively implement this  
42 policy. Use of school facilities by a group or entity which is not exempt from the use of  
43 facilities fee are subject to the following rules and requirements:  
44 A. A period of use not to exceed one calendar year may be allowed upon request and  
45 may be renewed at the discretion of the Board for additional terms of one year each  
46 up to a maximum of ten years.

- B. The entity or group must have an established organization within the county or the event must be hosted by an established organization within the county.
- C. A school custodian must be employed to perform custodian services and must be paid through the payroll system.
- D. Classroom use is not recommended, but if a classroom is used, it must be put in order before the group leaves or prior to the next scheduled use by the school.
- E. Any school equipment to be used must be specified and approved by the principal prior to its use. The principal shall satisfy himself that the person to use the equipment is familiar with it and properly instructed in its operation. Any and all damage to equipment shall be paid for by the group or entity using the facilities.

15. All use of facilities requests for non-school related activities must be accompanied by a certificate of insurance showing the Board of Education as additional insured with a minimum limit of \$2,000,000 liability insurance. A limit of \$1,000,000 may be allowed at the discretion of the Director of Schools for certain activities.

16. School facilities use by the Rutherford County Board of Education shall not be used for partisan political meetings.

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Legal References

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

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Cross References

Tobacco-Free Schools 1.803  
Care of School Property 6.311

19 Additions:

Signs, banners, flags or other displays may not be erected on school property unless the permission of the Principal or Principal's Designee is obtained in advance and only if such displays do not deface, obstruct or damage school property.

An outside organization shall not restrict participation in an activity or event taking place on school property because of an individual's race, religion, creed, gender, national origin or disability.

All activities must be orderly and lawful, and must comply with all federal, state, and local laws and ordinances.

Parking is permitted only in designated areas.

The use of lighted athletic fields must end by 10:00 PM

Users of school buildings or grounds shall observe facility closures in the event of inclement weather unless authorized by the Director of Schools or designee.

# Rutherford County Board of Education

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

## 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:<sup>1</sup>

1. Achieve the RCS-required twenty-three units of credit;
  - a. 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.
2. Beginning with the 2024-2025 cohort, students must earn at least one (1) credit of computer science in high school;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT in the 11<sup>th</sup> grade if enrolled in a Tennessee public school during their 11<sup>th</sup> grade year;<sup>2</sup> and
5. Pass a United States civics test.<sup>3</sup>

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

## SPECIAL EDUCATION STUDENTS<sup>4</sup>

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

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

### *Special Education Diploma*

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

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and

3. Maintained satisfactory records of attendance and conduct.

### *Occupational Diploma*

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

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

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

### *Alternate Academic Diploma*

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

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

## **STUDENT LOAD**

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

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

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

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

1. Move on When Ready Program:
  - a. Earn the required seventeen (17) credits;
  - b. Scores at the on-track or mastered level on each end-of-course assessment taken;

- c. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
  - d. Scores at minimum a twenty-five (25) on the mathematics and English portions of the ACT;
  - e. Obtain a qualifying benchmark score on a world language proficiency assessment; and
  - f. Complete at least two (2) types of the following courses:
    - AP;
    - IB;
    - Dual enrollment; or
    - Dual credit.
2. A student who does not participate in the Move on When Ready program may still graduate earlier than the end of their senior year of high school, provided the student meets all of the graduation requirements set by Rutherford County Schools.

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

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

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

The following list includes other allowable course substitutions:

1. Integrated Math III or Algebra II:
  - a. Dual-Enrollment College Algebra;
  - b. IB Mathematics: Applications & Interpretations I SL
2. Chemistry
  - a. Dual-Enrollment College Chemistry;
  - b. AP Chemistry
3. Physics
  - a. Dual-Enrollment College Physics;
  - b. AP Physics;
  - c. Cambridge Physics
4. Biology
  - a. Dual-Enrollment College Biology;
  - b. AP Biology
5. World History and Geography
  - a. Dual-Enrollment College World History or Geography;
  - b. AP Human Geography, AP European History or AP World History

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

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

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

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**Legal References**

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

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**Cross References**

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>12/05/24</b>
		Rescinds: <b>5.302</b>	Issued: <b>07/19/23</b>

## PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

Sick leave shall be defined as: illness of a teacher from natural causes or accident, mental health, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

A signed statement listing the cause of 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 for sick leave pay. A falsified statement shall be grounds for termination.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay<sup>1</sup> and will always be required in support of absences for more than three (3) consecutive days. The procedures for long-term leaves are addressed in Board Policy 5.304.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.<sup>3</sup>

In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes.

**Certified and classified** personnel with at least six (6) months of service, shall be granted bereavement leave up to three (3) days per event in the event of death of an immediate family member. Interim employees and re-employed retirees will be granted bereavement leave up to three (3) days per event in the event of death of an immediate family member after six (6) months of employment. Immediate family member shall include the employee's spouse/legal guardians, parents, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-mother, step-father, step-siblings, step-children, step-grandchildren, and foster children, or any other person living in the household. Personnel shall be granted bereavement leave up to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or nephew. For a person

with a significant relationship to the employee, the Director or Director's designee (immediate supervisor) will approve the leave up to three (3) days per event. If additional days are needed for out of state travel, personnel shall discuss with the principal the need to use up to two (2) additional sick days without the requirement of a doctor's note. Personnel will be responsible for submitting bereavement documentation within five (5) working days of returning to work.

The time allowed/days earned for sick leave shall be one (1) day for each month an employee is employed. Interim certified teachers will earn one (1) sick day per month upon contracting with the District. All other interim employees shall begin earning one (1) day of sick leave for each month employed by the District after six (6) months of interim employment.

#### **SUPPORT PERSONNEL**

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician's certificate stating the reason for absence of three (3) or more consecutive days

#### **SICK LEAVE BANK**

The purpose of the sick leave bank is to provide sick leave to all employees<sup>4</sup> who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.<sup>7</sup>

At any time, the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.<sup>7</sup>

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days must be verified by a statement from a doctor.

- 1 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
- 2 year.<sup>8</sup> Membership withdrawal results in forfeiture of all days contributed.
- 3 The sick leave bank shall be operated in accordance with state law.

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#### Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804](#); [TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-806](#)

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#### Cross References

Long-Term Leaves of Absence 5.304  
Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <b>02/24/25</b>
		Rescinds: <b>6.204</b>	Issued: <b>07/27/22</b>

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

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

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

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

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

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#### Legal References

1. [TCA 49-6-3003](#); [TCA 49-6-403\(f\)](#); [TCA 49-6-3113](#); [TCA 49-6-3103](#)
2. [TCA 49-6-3113](#); [TCA 49-6-3103](#)

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#### Cross References

Revenues 2.400  
Students from Military Families 6.506

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Pediculosis (Head Lice)</b>	Descriptor Code: <b>6.4031</b>	Issued Date: <b>08/15/13</b>
		Rescinds: <b>6.4031</b>	Issued: <b>01/15/09</b>

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). Students found with live head lice shall remain in class but shall be discouraged from close direct head contact with others.<sup>1,2</sup> A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo), or
- (2) determination (after examination) by a school health official that there has been improvement (meaning reduction/elimination of head lice and nits) since the parent/guardian was notified

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

~~Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.~~

~~A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.~~

A student shall be expected to return to school no later than the day following notification of the condition. Failure to meet these requirements shall result in the student's exclusion until criteria are met for readmission. The absences will not be excused.

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### Legal References

1. TRR/MS 1200-14-01-.24
2. <https://www.cdc.gov/parasites/lice/head/schools.html>

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>02/24/22</b>
		Rescinds: <b>6.411</b>	Issued: <b>01/05/21</b>

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the District.<sup>1</sup>

## COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State law and State Board of Education CSH standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

## SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. The Board will consider recommendations of the Council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.<sup>2</sup> The Team will be required to hold Healthy School Team meetings **two (2) ~~four (4)~~** times during the school year, **once in the Fall and once in the Spring**, to assess needs and oversee planning and implementation of school health efforts. The director of schools/designee will ensure

compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made open to the public.

#### **EVALUATION OF EFFECTIVENESS OF WELLNESS PROGRAM**

The Board shall monitor the effectiveness of the wellness program within a wide-range of student constituency groups. Factors to be considered shall include but are not limited to:

1. Participation rates in school meal programs;
2. Nutrition satisfactory surveys;
3. Frequency and type of health problems which include medical issues, mental/emotional and behavioral health;
4. Teacher surveys of student's classroom behavior, attention span, and memory; and
5. Test scores.

#### **COMMITMENT TO NUTRITION**

All schools within the District shall participate in the USDA child nutrition programs, including the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup> The coordinated school health coordinator shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district and that this Wellness Policy is being fulfilled by all schools in the district.

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### **DISTRICT GOALS**

The District will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

#### **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity.

1 Physical activity may be integrated into any areas of the school program. Physical Education classes  
2 shall be offered with moderate to vigorous physical activity being an integral part of the class. Students  
3 shall be encouraged by staff whenever possible to be physically active. All physical education classes  
4 shall comply with the State Board of Education's Physical Education Standards.

5 Elementary school student shall receive a minimum of one hundred thirty (130) minutes of physical  
6 activity per full school week. Middle and high school students shall receive a minimum of ninety (90)  
7 minutes of physical activity per full school week.

8 Physical education and physical activity equipment on school grounds will meet accepted safety  
9 standards for design, installation and maintenance in order to ensure the delivery of safe play areas,  
10 facilities and equipment in all physical education classes.

11 In addition to the district's physical education program, non-structured physical activity periods shall  
12 be offered as required by law, including but not limited to supervised structured recess to encourage  
13 regular physical activity.

14 Teachers and other school and community personnel will not use physical activity (e.g., running laps,  
15 pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as  
16 punishment.

17 Schools shall continue to offer after school sports and activities.

### 18 **COMMITMENT TO CURRICULUM<sup>3</sup>**

19 All applicable courses of study should be based on State-approved curriculum standards.

### 20 **SCHOOL HEALTH INDEX<sup>3</sup>**

21 All schools within the district shall annually administer a baseline assessment on each of the  
22 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
23 Council and reported to the State Department of Education.

### 24 **RECORD KEEPING COMPLIANCE**

25 The District's Coordinated School Health Coordinator shall ensure records demonstrating compliance  
26 with community involvement requirements are maintained. The Coordinated School Health  
27 Coordinator shall additionally document that the school wellness policy and triennial assessments are  
28 made available to the public.<sup>8</sup>

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**Legal References**

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

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**Cross References**

Student Suicide Prevention 6.415

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Foreign Exchange Students</b>	Descriptor Code: <b>6.502</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>6.502</b>	Issued: <b>01/15/09</b>

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.<sup>1</sup>

The exchange program representative must make written application on behalf of the student to the principal of the zoned school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has a school acceptance form signed by the principal or school designee and the Director of Schools.

The school may accept the student after determining the following:

1. The student will have a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student;
3. An overcrowded situation will not be further aggravated; and
4. Application must be made by July 15 of the applicable school year.
5. If the student is applying to a school outside of the host family's zoned school, the student must apply for one of the choice seats and be selected through the lottery within the deadlines set by RCS annually.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation be included in the exchange company student packet:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of person responsible for the student);
5. School records, including a transcript of academics (in English);
6. The scores of an English Language Proficiency Test.

- 1 Admission requirements and all other considerations and expectations shall be the same for foreign  
2 students as for United States students. Students will be accepted only in grades 9-12.
- 3 Students must have had acceptable academic achievement in their native countries and must have been  
4 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange  
5 students must have an adequate command of the English language and be able to function without special  
6 assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade  
7 level.
- 8 Each school shall name a faculty member as a student representative to serve as a liaison between the  
9 school and exchange program agency and as an advisor to exchange students.
- 10 Exchange students shall not be eligible for free or reduced-price lunches, nor shall schools hold fund-  
11 raising events to pay expenses incurred by exchange students. Further, exchange student are not eligible  
12 for graduation.

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**Legal References**

1. 22 CFR § 514.2

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**Cross References**

School Admission 6.203