

# POLICY MANUAL OF THE WAYNE COUNTY BOARD OF EDUCATION

## Board Members:

Andy Yarbrough, 1st District

Dwight Bumphus, 2nd District

Charity Horton, 3rd District

Pat Brown, 4th District

Sherman Martin, 5th District

Barry Hanback, 6th District

Greg Eaton, 7th District

# Introduction

Policies are principles adopted by the Board to chart the course of action and to provide good, efficient and consistent operation of a school district. This manual contains policies which have been prepared as a guide for the board of Education, director of schools and other school personnel.

## **Organization**

This manual is organized according to the classification system adopted by the Tennessee School Boards Association. The six major classifications used are as follows:

- 1 - School Board Operations
- 2 - Fiscal Management
- 3 - Support Services
- 4 - Instructional Program
- 5 - Personnel
- 6 - Students

Policies contained in this manual are written and generally accepted interpretations of state and federal law and court decisions, State Board of Education regulations, State Attorney General opinions and generally accepted educational practices.

This manual will never be complete because policy development must be a continual process in order to provide the best educational program for the school district.

## **Use of Terms and Symbols**

Various terms and symbols which are used in relation to the classification system may require some clarification. Included are the following:

*Board -*

*He/his/him - Terms referring to "person" regardless of gender*

*St/Stat - Entire policy is law or State Board Regulation*

*TRR/MS - Rules, regulations, and Minimum Standards of the Tennessee State Board of Education*

*TCA - Tennessee Code Annotated*

*USCA - United States Code Annotated*

*Descriptor Code - Numerical Locator Code found on each policy*

Legal Reference - Reference to a statement of policy which has an educational and legal basis in state or federal laws, court decisions, opinions of the attorney general, and State Board Rules and Regulations

### **How to Find a Policy Statement**

Consider where the statement would be filed among the six major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that closely fits the topic you are seeking. Use the code numbers given for the term to locate the policy which will appear in numerical order by code within the particular section. All policies in the manual are coded in the upper right corner.

### **Policy Dates**

Final adoption of this policy manual by the Wayne County Board of Education was 12/11/03. All policies and policy amendments approved by the Board after final adoption date bear the date of approval, and if revised, the date of recession.

### **Maintenance of Policy Manuals**

All policy manuals are the property of the Wayne County Board of Education and shall be considered as "on loan" and subject to recall at any time deemed necessary by the Board or the director of schools for the purpose of updating or redistribution.

The director of schools shall be responsible for keeping inventory of the manuals and to whom they are assigned, and assuring that each manual is updated. When new policies are approved or existing policies are revised, the office of the director of schools shall be responsible for sending sufficient copies of the policies or revisions to all manual holders.

### **Content Limitations**

This manual is designed to provide accurate and authoritative information in regard to the subject matter covered. It is provided with the understanding that TSBA, its agents and employees, are not engaged in rendering legal, accounting or other licensed, professional service through its distribution. If legal advice or other assistance is required, the services of the School Board attorney or other appropriate expert should be sought.

# Wayne County Board of Education

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## 1 – SCHOOL BOARD OPERATIONS

Descriptor	Policy Title	Issued Date
<b>Legal Status and Authority</b>		
1.100	School Board Legal Status and Authority	12/11/03
1.101	Role of the Board	12/11/03
1.102	Board Members Legal Status	12/11/03
1.103	Board Self-Evaluation	12/11/03
1.104	Memberships	12/11/03
1.105	School Board Legislative Involvement	12/11/03
1.1062	Ethics	10/10/13
1.1063	Boardsmanship Code of Ethics	10/10/13
1.1071	Board Member Conflict of Interest	10/10/13
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<b>Board Members</b>		
1.2001	Method of Election of Officers	12/11/03
1.201	Duties of Officers	12/11/03
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1.203	New Member Orientation	12/11/03
1.204	Board Member Development Opportunities	12/11/03
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1.300	Board Committees	12/11/03
1.301	Executive Committee	12/11/03
1.302	School Board Attorney	12/11/03
<b>Meetings and Procedures</b>		
1.400	School Board Meetings	12/11/03
1.401	Public Hearings	12/11/03
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1.403	Agendas	12/11/03
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1.405	Rules of Order	12/11/03
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# Wayne County Board of Education

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## **Community Relations**

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1.502	Board Meeting News Coverage	12/11/03
1.503	News Releases, News Conferences and Interviews	12/11/03

## **Policies and Procedures**

1.600	Policy Development and Adoption	12/11/03
1.601	Administrative Procedures	12/11/03

## **School District Organization and Planning**

1.700	School District Goals	12/11/03
1.701	School District Planning	12/11/03
1.702	Evaluation of the School District	12/11/03
1.704	Charter Schools	12/11/03

## **General School Management**

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1.801	School Day	12/11/03
1.8011	Emergency Closings	12/11/03
1.8021	Section 504 and ADA Grievance Procedures	02/14/13
1.803	Tobacco-Free Schools	12/11/03
1.804	Drug-Free Workplace	12/11/03
1.805	Use of Electronic Mail (e-mail)	12/11/03
1.806	Advertising and Distribution of Materials in Schools	12/11/03
1.808	Registered Sex Offenders	02/12/09

# Wayne County Board of Education

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1.804	Drug-Free Workplace	12/11/03
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1.806	Advertising and Distribution of Materials in Schools	12/11/03
1.808	Registered Sex Offenders	02/12/09
1.900	Procedures for Service Animals	02/09/12

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>School District—School Board Legal Status and Authority</b>	Descriptor Code: <b>1.100</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.100</b>	Issued: <b>08/05/96</b>

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as  
2 interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers  
3 representing local citizens and the state in the management of the public schools.<sup>1</sup>  
4

5 The governing body shall be the Board of Education, serving residents within the boundaries of the school  
6 system and non-residents under conditions specified by state law and the Board.<sup>2</sup>  
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8 All powers of the Board lie in its action as a group; therefore, individual board members exercise their  
9 authority over school system affairs only as they vote to take action at an official meeting of the Board.  
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11 In other instances, an individual board member, including the chairman, shall have power only when  
12 specified by state law or when the Board, by vote, has delegated authority to him/her.  
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## Legal References:

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35 1. TCA 49-1-101; TCA 49-1-102 (c); TCA 49-1-103  
36 2. TCA 49-6-3104  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.101</b>	Issued: <b>08/05/96</b>

The Board will be guided by the general mandatory powers and duties of the Board as defined through statute<sup>1</sup> which state or imply that a local Board of Education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates. The Board functions only when in session.

The Board sees these as its required functions:

- Policy Oversight:**<sup>2</sup> The Board will develop policy and employ a chief school administrator who shall carry out its policies through the development and implementation of administrative procedures. The Board will evaluate the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.
- Educational Planning:**<sup>3</sup> The Board will require reliable information from responsible sources which enable it and the staff to work toward the continuous improvement of the educational program.
- Provision of Financial Resources:**<sup>4</sup> The Board will adopt a budget to provide the necessary funding in terms of buildings, staff, materials and equipment to enable the school system to carry out its functions.
- Interpretation:** The Board will keep the local community informed about the school and keep itself informed about the wishes of the public. The Board will build public support for the schools by involving the public in the planning process.

The Board will provide, within the financial limitations set by the community, the best educational opportunities possible for all children.

The Board shall exercise its powers through the legislation of policies for the organization and operation of the school district. The Board will delegate the administration of the schools to the director of schools.

#### Legal References:

1. TCA 49-2-203
2. TCA 49-2-207
3. TCA 49-1-302(a)(3); TRR/MS 0520-2-1-.01
4. TCA 49-2-203(10)(A)(i)

#### Cross References:

Policy Development & Adoption 1.600  
Administrative Procedures 1.601  
School District Goals 1.700  
Annual Operating Budget 2.200

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.102</b>	Issued: <b>08/05/96</b>

The legal status of board members shall be as follows:<sup>1</sup>

## NUMBER

The Board is composed of seven (7) members.

## QUALIFICATIONS

Members of the Board shall be residents of and elected on a non-partisan basis from districts of substantially equal population,<sup>1</sup> and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>2</sup> To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a G.E.D. No member of the local legislative body nor any other local governmental official shall be eligible for election as a member of the Board of Education.<sup>3</sup>

## TERMS OF OFFICE

Members of the Board shall serve four (4) year terms.<sup>1</sup>

## VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the district which elected him, removal from the school system,<sup>5</sup> or through due process proceedings.<sup>4</sup>

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body.<sup>5</sup> Such appointment shall continue until the next regular election.<sup>6</sup>

### Legal References:

1. TCA 49-2-201
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e); TCA 8-48-101(3)
6. Tennessee Constitution, Article VII, Section 2

# Wayne County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	<b>Board Self-Evaluation</b>	<b>1.103</b>	<b>12/11/03</b>
		Rescinds:	Issued:
		<b>1.103</b>	<b>08/05/96</b>

For the purpose of improvement of school board leadership, the Board will conduct an annual evaluation of its operational procedures.

This annual evaluation shall be developed based upon the following premises:

- (a) Board members shall know and be involved in the development of standards by which they will evaluate themselves.
- (b) Evaluation shall be at a scheduled time with no other items on the agenda and with all board members present.
- (c) The evaluation shall be a composite of individual board members opinions but the board as a whole shall meet to discuss the results.
- (d) Evaluation shall include discussion of strengths as well as weaknesses.
- (e) The Board is not required to limit itself to those items included in any formal evaluation instrument which is used.
- (f) Each judgment shall be supported by as much rational and objective evidence as possible.
- (g) At the conclusion of the evaluation, the board will develop a series of board goals for the ensuing year which are stated in terms of behavioral change or productivity gains.

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

**Memberships**

Descriptor Code:

**1.104**

Revised Date:

**07/12/12**

Rescinds:

**1.104**

Issued:

**06/14/12**

The Board may maintain membership in the Tennessee School Boards Association,<sup>1</sup> and through its membership in TSBA may be an affiliate member of the Southern Region School Boards Association and the National School Boards Association.

Dues for membership in the Tennessee School Boards Association may be included in each annual budget in accordance with state statute.

The Board may also maintain institutional membership in other educational organizations which the Board finds to be of benefit to members and school system personnel.

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Legal Reference:

1. TCA 49-2-2001

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## **School Board Legislative Involvement**

Descriptor Code:

**1.105**

Issued Date:

**12/11/03**

Rescinds:

**1.105**

Issued:

**08/05/96**

1 The Board will work for the passage of new laws designed to advance the cause of improving education  
2 and for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause.  
3 To accomplish this:

- 4  
5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
6 and make its position known to the elected representatives at both the state and national level;  
7
- 8 2. The Board shall work with other school boards in the state, local citizen groups, and other  
9 local officials in acquainting them with the board's legislative priorities and seek their support;  
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- 11 3. The Board shall annually select one (1) of its members to serve as its representative to the  
12 Tennessee Legislative Network (TLN);  
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- 14 4. The Board shall work with its TLN representative, with TSBA, NSBA, and other concerned  
15 groups in developing an annual legislative program; and  
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- 17 5. The Board shall include in its budget appropriate resources, including travel expense, neces-  
18 sary for its TLN representative and other board members to accomplish its desired legislative  
19 goals.  
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# Wayne County Board of Education

Monitoring Review: Annually In July	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.1062</b>	Issued Date: <b>10/10/13</b>
		Rescinds: <b>1.1061</b>	Issued: <b>7/10/08</b>

## CODE OF ETHICS<sup>1</sup>

### WAYNE COUNTY SCHOOL DISTRICT

#### Section 1. Definitions.

(1) "School district" means Wayne County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

**Section 2. Disclosure of personal interest in voting matters.** An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Section 3. Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

1 It shall not be considered a violation of this policy for an official or employee to receive entertainment, food,  
2 refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with  
3 a conference sponsored by an established or recognized statewide association of school board officials or by an  
4 umbrella organization of such statewide association of school board officials.

5 **Section 5. Ethics Complaints.** The school district may create a School Ethics Committee (the “Ethics  
6 Committee”) consisting of three members who will be appointed to one-year terms by the Chairman of the  
7 Board of Education with confirmation by the board of education. At least two members of the committee shall  
8 be members of the board of education. The Ethics Committee shall convene as soon as practicable after its  
9 appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the  
10 secretary and shall be filed in the office of the director of schools, where they shall be open to public inspection.  
11

12 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing  
13 ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and  
14 signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the  
15 complaint is based.

16 The School District Ethics Committee may investigate any credible complaint against an official or employee  
17 charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it  
18 acquires information indicating a possible violation, and make recommendations for action to end or seek  
19 retribution for any activity that, in the Committee’s judgment, constitutes a violation of this Code of Ethics. If a  
20 member is the subject of a complaint, such member shall recuse himself or herself from all proceedings  
21 involving such complaint.  
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23 The Committee may:

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- 25 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
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  - 27 (2) in the case of an official, refer the matter to the school board body for possible public censure if the  
28 board body finds such action warranted;
  - 29
  - 30 (3) in the case of an employee, refer the matter to the official responsible for supervision of the  
31 employee for possible disciplinary action if the official finds discipline warranted;
  - 32
  - 33 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for  
34 possible ouster or criminal prosecution;

35 The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and  
36 enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel  
37 policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service  
38 provisions rather than as a violation of this Code of Ethics.  
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Legal Reference

42 1. TCA 8-17-103

# Wayne County Board of Education

Monitoring <b>Review: Annually In July</b>	Descriptor Term: <b>Boardsmanship Code of Ethics</b>	Descriptor Code: <b>1.1063</b>	Issued Date: <b>10/10/13</b>
		Newb	Issued: <b>10/10/13</b>

The Board adopts these standards as recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our state.

## **ARTICLE I. MY RELATIONS TO THE CHILDREN**

Section 1. I will at all times think in terms of “children first,” always determining how my actions and decisions will affect the education and training of children.

Section 2. I will seek to provide equal educational opportunities for all children regardless of ability, race, color, sex, creed or location of residence.

## **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

Section 1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.

Section 2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.

Section 3. I will endeavor to keep the community informed about the progress and needs of the schools.

## **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

Section 1. I will support the employment of those persons best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.

Section 2. I will support and protect personnel in performance of their duties.

Section 3. I will not criticize employees publicly but will take such criticism to the director of schools for investigation and action if necessary.

## **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

Section 1. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.

Section 2. I will refuse to make promises as to how I will vote on a matter that will come before the Board.

Section 3. I will make decisions only after a complete discussion of items at a board meeting.

Section 4. I will respect the opinion of other members and will accept the principle of “majority rule.”

**ARTICLE V. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

Section 1. I will support the full administrative authority as well as responsibility for the director of schools to properly discharge all professional duties.

Section 2. I will hold the director of schools accountable for working with staff and requiring them to work within the framework of policies set up by the Board.

Section 3. I will refer all complaints and concerns to the director of schools.

**ARTICLE VI. MY RELATIONS TO MYSELF**

Section 1. I will educate myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.

# Wayne County Board of Education

Monitoring Review: Annually In  September	Descriptor Term:  <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.1071</b>	Issued Date: <b>10/10/13</b>
		Rescinds: <b>1.107</b>	Issued: <b>12/11/03</b>

A board member shall not be directly interested in any contract in which the Board may be interested. "Directly interested" means any contract with the board member or with any business in which the board member is sole proprietor, a partner, or the person having controlling interest. "Controlling interest" shall include the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

This policy shall not prohibit any board member from voting on the school budget or any budget amendments, unless the vote is on a specific budget amendment in which such board member is directly interested.

A board member shall not be indirectly interested in any contract in which the Board may be interested unless the board member publicly acknowledges such interest. "Indirectly interested" means any contract in which the board member is interested but not directly so, as defined above, including contracts in which the board member may have a direct interest but is the sole supplier of goods or services in the county.

Any board member who is an employee of the county/city and whose employment predates his/her initial election/appointment to the Board may vote on matters in which he/she has a conflict of interest if the member informs the Board immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens the Board represents." The vote of any board member having a conflict of interest who does not inform the Board of such conflict shall be void if challenged during the same board meeting at which the vote was cast and prior to the transaction of any further business by the Board.

Any board member who is also an employee of the county/city and whose employment began on or after the date on which he/she was initially elected/appointed to serve on the Board shall not vote on matters in which he has a conflict of interest.

If a board member has a conflict of interest in a matter to be voted on by the Board, he/she may abstain for cause by announcing such to the chairman. Any board member who abstains from voting for cause on any issue coming to a vote before the Board shall not be counted for the purpose of determining a majority vote.<sup>1</sup>

## **PENALTY FOR UNLAWFUL INTEREST**

If a board member becomes directly or indirectly interested in any such contract, he/she shall forfeit all pay and compensation and shall be dismissed from the Board and be ineligible to serve in the same or similar position for ten (10) years.<sup>1</sup>

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## **Legal References:**

1. TCA 12-4-101; TCA 12-4-102

**WAYNE COUNTY SCHOOLS**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT\***

Instructions: This form is for reporting personal interests required to be disclosed under Tennessee Code Annotated, Section 49-2-202(a) (3)(i) (ii) (iii) as amended for implementation July 1, 2013. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of Disclosure: \_\_\_\_\_

2. Name of Official or Employee: \_\_\_\_\_

3. Office and Position: \_\_\_\_\_

4. Description of Personal Interest (Describe Below in Detail)

5. \_\_\_\_\_ I am abstaining from voting to avoid the appearance of a conflict of interest.

\_\_\_\_\_ I certify that my vote on the pending matter does not constitute a direct conflict of Interest and is cast in the best interest of the school system.

\_\_\_\_\_  
Signature of Official or Employee

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name of Witness

\*Adapted from TSBA Model Code of Ethics

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## Nepotism

Descriptor Code:

**1.108**

Issued Date:

**08/05/96**

Rescinds:

Issued:

Whenever a person is considered by the Board for initial employment in the system and that person is related to a member of the Board, the superintendent, an administrator in the system, a county commissioner, or any appointed or elected county official, the fact of the relationship shall be publicly made known to the Board prior to the employment of such person.

For purposes of this policy, the term "related to" includes the following relationships: father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, wife, and husband.

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Method of Election of Officers</b>	Descriptor Code: <b>1.2001</b> Rescinds: <b>1.200</b>	Issued Date: <b>12/11/03</b> Issued: <b>08/05/96</b>
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At the first regular meeting in September of each year, the Board shall organize by electing a chairman,<sup>1</sup> and a vice chairman to serve one-year terms or until a successor is named. In the event that an officer's seat on the board is vacated, the Board shall elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, any member shall call the meeting to order and preside until a chairman is elected as the first order of business.

If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall assume all responsibilities of the chairman until a new chairman is elected.

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## Legal References

1. TCA 49-2-202(c)(2)



# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>Duties of Officers</b>	Descriptor Code: <b>1.201</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.201</b>	Issued: <b>08/05/96</b>

## CHAIR

The chair of the Board shall have the following duties:

1. To assist the director of schools in preparing meeting agendas;
2. To preside at all meetings of the Board;<sup>1</sup>
3. To appoint committees authorized by the Board;<sup>1</sup>
4. To function as chairman of the executive committee;<sup>1</sup>
5. To countersign all warrants authorized by the Board and issued by the director of schools for all expenditures of the school system;<sup>1</sup>
6. To conduct Board hearings;<sup>2</sup>
7. To prepare the school budget with the director of schools;<sup>3</sup>
8. To authorize the use of mechanical checkwriting equipment;<sup>4</sup>
9. To certify the value of surplus property valued less than \$250;<sup>5</sup> and
10. To carry out other such duties as may be assigned by the Board.

## VICE CHAIR

The vice chair shall assume the duties of the chairman in his/her absence or function as the chair until a new chair can be elected in the event the chairman is incapacitated or the office becomes vacant.

## SECRETARY

The director of schools, as the executive officer of the Board, shall serve as secretary to the Board. He/she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form. He/she has the right to advise on any question under consideration but has no vote.

The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the director of schools.

## CHAIR PRO TEM

A chair pro tem shall be elected to preside during a meeting when neither the chair nor the vice chair is present.

### Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)(6)
3. TCA 49-2-203(10)(A)(i)
4. TCA 49-2-113
5. TCA 49-6-2007

### Cross References:

Role of the Board 1.101  
Duties of Board Members 1.202

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Duties of Board Members

Descriptor Code:

1.202

Issued Date:

12/11/03

Rescinds:

1.300

Issued:

08/05/96

The duties of an individual board member shall be as follows:

1. To become familiar with State school laws, regulations of the State Department of Education, and school board policies, rules and regulations;
2. To participate in State-mandated board training;<sup>1</sup>
3. To have a general knowledge of the educational aims and objectives of the system;
4. To work harmoniously with other board members without trying either to dominate the Board or neglect his/her share of the work;
5. To vote and act impartially for the good of the school system;
6. To accept the will of the majority vote in all cases and give support to the resulting action;
7. To represent the Board and the school system to the public in such a way as to promote both interest and support; and
8. To refer complaints to the director of schools and to abstain from individual counsel and action in regard to staff members.

### Legal References:

1. TCA 49-2-202(a)(5); TRR/MS 0520-1-2-.11

### Cross References:

Role of the Board 1.101  
Ethics 1.106

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>New Member Orientation</b>	Descriptor Code: <b>1.203</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.301</b>	Issued: <b>08/05/96</b>

1 The Board considers board member development to be an ongoing process for all board members and a  
2 vital responsibility for effective board membership.

3  
4 It shall be the responsibility of the director of schools to provide to each new board member:

- 5  
6 1. A copy of the Board's *Policy Manual*;  
7  
8 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities of  
9 the Board and the director of schools;  
10  
11 3. Minutes of the board meetings for the previous year; and  
12  
13 4. Other appropriate materials which will acquaint the new member with the operation of the school  
14 system and board service.  
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16 An orientation for new board members shall be conducted no later than thirty (30) days after new board  
17 members take office. The chair of the board and the director of schools shall arrange and plan for such  
18 an orientation.  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Board Member Development Opportunities

Descriptor Code:

1.204

Issued Date:

12/11/03

Rescinds:

1.302

Issued:

08/05/96

The Board shall participate in activities designed to assist board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the board secretary and provided to each board member. At least annually the Board will identify which meetings should be attended and the benefits which would be derived from participation in such meetings;
2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;
3. Reimbursement to board members for their travel expenses shall be in accord with the travel expense policy for staff members;<sup>1</sup>
4. When a conference, convention or workshop is not attended by the full Board, those participating will be requested to share information, recommendations and materials acquired at the meeting; and
5. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short- and long-range benefits to the schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by the State and National School Boards Associations;<sup>1</sup>
2. Local and district-sponsored training sessions for board members; and
3. Subscriptions to publications addressing the concerns of board members.

Legal Reference:

1. TCA 49-2-2001(c)

Cross References:

Board Self-Evaluation 1.103  
Memberships 1.104  
School Board Legislative Involvement 1.105  
School District Goals 1.700  
School Calendar 1.800  
Expenses and Reimbursements 2.804

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Board-Director Relations

Descriptor Code:

1.205

Issued Date:

12/11/03

Rescinds:

1.303

Issued:

08/05/96

The Board shall be responsible for specifying its requirements and expectations of the director of schools and then holding the director accountable by evaluating how well those requirements and expectations have been met. In turn, the director shall be responsible for specifying requirements and expectations for all administrators who report to him/her and then holding each accountable by evaluating how well requirements and expectations have been met.

The Board will authorize all expenditures, employ and dismiss all tenured teachers,<sup>1</sup> approve the annual budget,<sup>2</sup> and determine policy.<sup>3</sup> The decisions of the Board concerning these matters will guide the actions of the director of schools and his/her staff.

### Legal References:

1. TCA 49-2-203(a)(1)(3)(6)
2. TCA 49-2-203(11)(A)(i)
3. TCA 49-2-207

### Cross References:

Role of the Board 1.101  
Evaluation of the Director of Schools 5.803

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## Board Committees

Descriptor Code:

**1.300**

Issued Date:

**12/11/03**

Rescinds:

**1.400**

Issued:

**08/05/96**

The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of board members may be appointed by the chairman at the direction of the Board and as the needs of the Board shall require.<sup>1</sup> Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of board members;
2. The committee will be advisory only;
3. Issues to be discussed by the committee must be approved in advance by the entire Board;
4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and
5. Committee meetings shall be held in accordance with the Open Meetings law.<sup>2</sup>

### Legal References:

1. TCA 49-2-205(2)
2. TCA 8-44-102(b)

### Cross References:

School Board Meetings 1.400  
Public Hearings 1.401

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## **Executive Committee**

Descriptor Code:

**1.301**

Issued Date:

**12/11/03**

Rescinds:

**1.401**

Issued:

**08/05/96**

The chair of the board and the director of schools shall constitute the executive committee of the Board, with the chair of the board serving as the chair of the executive committee.<sup>1</sup> The duties shall be:

1. To prepare an agenda for each meeting of the Board;
2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the Board for its approval;<sup>2</sup>
3. To meet at the office of the director of schools as often as necessary to perform the duties required;
4. To advertise for bids and let contracts authorized by the Board;
5. To serve as the purchasing agent for the Board;
6. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
7. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
8. To transact any other business assigned to the committee by the Board.<sup>1</sup>

### Legal References:

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(10)(A)

### Cross References:

Duties of Officers 1.201  
Annual Operating Budget 2.200  
Purchasing 2.805  
Bids and Quotations 2.806  
Qualifications/Duties of the Director of Schools 5.802

# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>School Attorney</b>	Descriptor Code: <b>1.302</b>  Rescinds: <b>1.500</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The Board shall employ an attorney to represent the Board in legal matters which arise concerning the  
2 school system.<sup>1</sup>  
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33 Legal Reference:

34 1. TCA 49-2-203(b)(5)  
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.600</b>	Issued: <b>08/05/96</b>

The Board will transact all business at official meetings which may be either regular or special.

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested citizens.<sup>3</sup>

## REGULAR MEETINGS

Regular meetings of the Board shall be held at least quarterly.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chair.

## SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.<sup>2</sup>

Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

### Legal References:

1. TCA 8-44-102
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202

### Cross References:

School Board Legal Status and Authority 1.100  
Section 504/ADA Grievance Procedures 1.802

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Public Hearings</b>	Descriptor Code: <b>1.401</b>  Rescinds: <b>1.601</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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The Board may hold public hearings in the following circumstances:

1. When a licensed employee is dismissed during a contract period. Any licensed employee of the Board is entitled to a hearing, upon written request, and shall be advised of the same in the event of a dismissal;<sup>1</sup>
2. When a student has been suspended and the resolution has not been satisfactory;<sup>2</sup>
3. When a parent or legal guardian shall contest the school assignment of their child;<sup>3</sup> and/or
4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board will make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting the transfer. All requests for hearings must be received by the Board or director of schools within the time limit prescribed by law for that category of hearing.

#### Legal References:

1. TCA 49-2-203(a)(6); TCA 49-2-301 (GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

#### Cross Reference:

Appeals To and Appearances Before the Board 1.404  
Suspension/Dismissal of Nontenured Teachers 5.200  
Suspension/Dismissal of Tenured Teachers 5.202

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.602</b>	Issued: <b>08/05/96</b>

Adequate notice of meetings<sup>1</sup> in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director of schools' office and in each of the public schools. The schedule shall also be sent to the president of the local education association<sup>2</sup> and to the local news media for periodic announcement. No other notice of regular meetings shall be necessary beyond those stated and the holding of the particular regular meetings at the appointed times, if the date and time of the next regular meeting was announced at the last held board meeting.

In the case of special board meetings, notice shall be posted in the same locations with notice sent to the local news media and the president of the local education association, as in the case of regular meetings, at least forty-eight (48) hours prior to the meeting.

The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice shall be given to all appropriate parties as is practical.

All notices of special board meetings shall state the time, place and purpose of the meeting.

#### Legal References:

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.603</b>	Issued: <b>08/05/96</b>

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

For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the director of schools' office ten (10) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

## CONSENT AGENDA

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

## TIMED AGENDA

The Executive Committee shall assign to each item a certain amount of time determined to be sufficient for disposing of each item on the agenda.

## ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards. In addition, the annual agenda shall designate dates to monitor/review designated sections of the *Board Policy Manual* and to evaluate progress of programs for student achievement.

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.609</b>	Issued: <b>08/05/96</b>

## APPEALS TO THE BOARD

Any matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

## APPEARING BEFORE THE BOARD

Individuals desiring to appear before the Board must submit a written request with descriptive materials to the office of the director of schools one (1) week before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All requests submitted will be included in the board packet.

If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided before the beginning of the board meeting to request time to speak. Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board.

The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in the public interest. A majority vote of members present can overrule the decision of the chair.

Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board members or staff members only upon approval of the chair. Each person speaking shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board. The chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the director of schools.

### Legal Reference:

1. TCA 39-17-306

### Cross References:

School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Rules of Order</b>	Descriptor Code: <b>1.405</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.604/1.605</b>	Issued: <b>08/05/96</b>

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes<sup>1</sup> applicable to the Board, or by policies of this Board including the following exceptions:

## VOTING METHOD

When a formal vote is taken on any question brought before the Board, the decision shall be made on the basis of a majority of the membership of the Board.<sup>2</sup>

Roll call votes will be used at the discretion of the chair or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.<sup>3</sup>

## CHAIRMAN'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.<sup>4</sup>

## SUSPENSION OF RULES

Rules of order may be suspended by a two-thirds vote at any regular or special meeting.

## CHALLENGES

Procedural challenges to the rules of order must be made in a timely manner and not later than the next successive meeting.

### Legal Reference:

1. TCA 49-5-409(b)(1); TCA 49-6-3004(2)(f)
2. TCA 49-2-202
3. TCA 8-44-104(b)
4. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## Minutes

Descriptor Code:

**1.406**

Issued Date:

**12/11/03**

Rescinds:

**1.606**

Issued:

**08/05/96**

The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.<sup>1</sup> The draft of the minutes of the previous meeting shall be sent to all board members with the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the chair and director of schools.<sup>2</sup> The minutes shall become permanent records of the Board and shall be made available to interested citizens and the news media upon request.<sup>3,4</sup> A copy shall be mailed to all board members, the president of the local education association, and to each of the schools no more than thirty (30) days after approval by the Board.<sup>5</sup>

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meeting;<sup>2,3</sup>
2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "aye" and "nay" in the event of a roll call vote;<sup>2,3</sup>
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;<sup>6</sup>
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

### Legal References:

1. TCA 49-2-301(b)(C)(D)
2. *Robert's Rules of Order*, Article VII, Paragraph 41
3. TCA 8-44-104
4. TCA 10-7-503
5. TCA 49-2-203(a)(12)
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## **School District Records**

Descriptor Code:

**1.407**

Revised Date:

**1/18/2018**

Rescinds:

**1.407**

Issued:

**12/11/2003**

The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.<sup>1, 2, 3, 4</sup>

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, records, and plans related to security and safety, will not be released for public inspection.<sup>11</sup>

All requests to inspect or receive copies of records shall be submitted to the principal, the district's public records request coordinator and records custodian.<sup>12</sup>

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

### **REQUESTS FOR INSPECTION<sup>2</sup>**

Citizens requesting to inspect public records shall submit the Records Request form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, or by fax, mail, or email. The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

### **REQUESTS FOR COPIES<sup>2</sup>**

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash or certified check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.



If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

## FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce the copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of the inspection shall be recorded.

## DENYING REQUESTS FOR NONCOMPLIANCE<sup>13</sup>

### *Requests to Inspect a Public Record*

The district shall deny a request to inspect a public record from any citizen that has:

- a. made two (2) or more requests to view a public record within a six-month period; and
- b. for each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

### *Requests for Copies of Public Records*

The district shall deny a request for copies of a public record from any citizen that has:

- a. been provided with an estimate of the reasonable cost to produce the requested records;
- b. agrees to pay such estimated reasonable costs prior to production of the records; and
- c. fails to pay the actual cost after the records have been produced.

Additional requests from this citizen shall be denied until the original cost is paid.

## RECORDS RETENTION

The director of schools and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines.<sup>2, 4</sup>

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services record manual,<sup>5, 6</sup>
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction,<sup>7, 8</sup>
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred

to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed,<sup>7, 8, 9</sup>

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for the temporary records;<sup>6, 8</sup> and
5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>10</sup>

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Legal References:

1. TCA 49-2-301 (b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>
13. Public Acts of 2017, Chapter No. 233
14. TCA 10-7-503(g)(4)

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Cross References:

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Board-Community Relations

Descriptor Code:

1.500

Issued Date:

12/11/03

Rescinds:

1.608

Issued:

08/05/96

In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep citizens of the school system regularly informed about all policies, problems and planning through channels of communication, its own efforts, and the office of the director of schools;
2. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:
  - a. Transmitting pertinent and correct information to citizens upon request or upon initiative of school employees;
  - b. Seeking ways to improve school-community relations; and
3. Recognize the right of news media to inquire, research and report to the public information about local schools.

The principal of each school shall be responsible for the development of a public relations program and shall promote programs which involve parents and the community with the school.

The director of schools shall be responsible for leadership in school-community relations. Through the use of his staff, he/she will promote a program to best coordinate the involvement of the schools and community.

### Cross References:

Visitors to the Schools 1.501  
Board Meeting News Coverage 1.502  
Advertising & Distribution of Materials in Schools 1.806  
Crisis Management 3.203  
Community Use of School Facilities 3.206  
Staff Community Relations 5.606

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in September

## Visitors to the Schools

1.501

12/11/03

Rescinds:

Issued:

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 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.<sup>1</sup>

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.

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

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

### Legal Reference:

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

### Cross References:

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

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

## Board Meeting News Coverage

Descriptor Code:

**1.502**

Issued Date:

**12/11/03**

Rescinds:

**1.610**

Issued:

**08/05/96**

1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who  
2 request it. Additionally, all reports approved by the Board shall be made available to the media.

3  
4 The press will be provided with working copies of the agenda and agenda materials upon request.

5  
6 The press shall not bring a camera, camcorder or other photographic equipment to Board meetings without  
7 the consent of the Board.<sup>1</sup>

8  
9 The chairman of the Board and/or the director of schools will be available after each meeting to answer  
10 questions and to clarify points of discussion and action.

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34 Legal Reference:

35 1. OP Tenn. Atty. Gen. 95-101 (Oct. 2, 1995)

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Cross References:

Board-Community Relations 1.500  
News Releases, Conferences and Interviews 1.503

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

**News Releases, News Conferences  
and Interviews**

Descriptor Code:

**1.503**

Issued Date:

**12/11/03**

Rescinds:

**1.611**

Issued:

**08/05/96**

The release of official news from the system and schools shall be coordinated as follows:

1. The board chairman will be the official spokesman for the Board, except as this duty is delegated to others;
2. News releases which are of a systemwide nature or pertain to established system policy are the responsibility of the director of schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school are the responsibility of the principal of that particular school.

When individual board members or the director of schools express their views on any issue which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

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Cross References:

Board-Community Relations 1.500  
Board Meeting News Coverage 1.502  
Crisis Management 3.203

# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>  Rescinds: <b>1.700</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested  
2 party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal  
3 or return for study and/or further revision shall constitute the first reading.  
4

5 The proposed policy or policy amendment shall be considered at the next board meeting with the final  
6 vote following the second reading. Adoption shall require an affirmative vote by a majority of the  
7 members of the Board and each vote will contain a future date for reporting the effectiveness of the policy.  
8

9 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed  
10 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a  
11 specific effective date is provided, and shall supersede any previous Board action on the subject.  
12

## 13 **POLICY MAINTENANCE**

14  
15 The director of schools shall be responsible for drafting policy proposals, maintaining the *Board Policy*  
16 *Manual* and serving as liaison between the Board and the Tennessee School Boards Association. At least  
17 annually, the Board shall review its policy manual for the purpose of passing, revising or deleting policies  
18 mandated by changing conditions. <sup>1</sup> In order that the policy manual remain current, the Board may contract  
19 annually for TSBA's policy maintenance service.  
20

21 Policies shall be accessible to all employees of the school system, members of the Board, and citizens of  
22 the community.<sup>1</sup> All policy manuals shall remain the property of the Board and are subject to recall any  
23 time deemed necessary by the director of schools.  
24

## 25 **EMERGENCY PROCEDURE**

26  
27 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the  
28 Board may waive the second reading limitation and take immediate action to adopt new or revised policies.  
29

## 30 **SUSPENSION OF POLICIES**

31  
32 Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members  
33 of the Board.  
34

## 35 **ADMINISTRATION IN POLICY ABSENCE**

36  
37 In cases where the Board has provided no guidelines for administrative action, the director of schools  
38 shall have the power to act, but report to the Board at its next meeting.  
39

40 Legal Reference:  
41 1. TCA 49-2-207

Cross References:  
Role of the Board 1.101  
Agendas 1.403

# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>Administrative Procedures</b>	Descriptor Code: <b>1.601</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.701</b>	Issued: <b>08/05/96</b>

1 The director of schools is responsible for implementing board policies and for interpreting them to staff,  
2 students and the public.<sup>1</sup>

3  
4 The director of schools, in consultation with principals, staff members, and other persons and groups as  
5 appropriate to the topic, will develop administrative procedures as necessary to implement board policies  
6 or for the items deemed necessary for the efficient operation of the schools.<sup>2</sup>

7  
8 Within the policies and regulations of the Board and the director of schools, the principals are authorized  
9 to establish rules and procedures for the staff and students of their schools.

## 10 11 DISSEMINATION

12  
13 The director of schools is directed to establish and maintain an orderly plan for preserving and making  
14 accessible to all employees the administrative procedures.

### 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 Legal References:

- 35  
36 1. TCA 49-2-301(b)(1)(A)  
37 2. TCA 49-2-203 (a)(2)

### Cross Reference:

Qualifications/Duties of the Director of Schools 5.802



# Wayne County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Goals</b>	Descriptor Code: <b>1.700</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.800</b>	Issued: <b>08/05/96</b>

The Board is charged, on behalf of the public, with the responsibility for determining the educational goals of the school system. In discharging that responsibility, the Board has adopted the following goals in four primary areas: Instruction, personnel, students and operations.

The Board shall develop policies to implement the goals within each area and shall annually review these goals and revise them as necessary so that each program will at all times support the stated goals.

The director of schools is responsible for developing procedures and strategies to implement the goals of the Board.

## INSTRUCTION

1. To promote a plan for the organized improvement of school curriculum, including the articulation between elementary and secondary schools;
2. To provide offerings which explore a wide range of career and service opportunities;
3. To promote an integration of academic, physical, social and emotional growth experiences for each student; and
4. To promote the recognition of achievement in all endeavors (example, academic, athletic).

## STUDENTS

1. To structure the overall instructional program to provide sufficient alternatives to meet a variety of individual needs and aspirations;
2. To ensure that each student's interests, capacities and objectives are considered in his/her learning program;
3. To develop a comprehensive program for disabled students providing the least restrictive programs; and
4. To help students gain understanding of themselves, as well as skills and techniques in living and working with others and being responsible citizens.

**PERSONNEL**

1. To provide high quality performance by the staff, including both professional and support personnel;
2. To establish acceptable performance standards for all personnel;
3. To provide in-service training and professional growth experiences for teachers and administrators; and
4. To maintain an evaluation system for the improvement of the instructional system.

**OPERATIONS**

1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
2. To maintain an adequate system of fiscal and business management;
3. To develop plans for the efficient use of school facilities; and
4. To ensure appropriate communication between the director of schools and the Board.

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**Cross References:**

Fiscal Management Goals 2.100  
Business Management Goals 3.100  
Instructional Goals 4.100  
Personnel Goals 5.100  
Student Goals 6.100

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.801</b>	Issued: <b>08/05/96</b>

The Board shall develop comprehensive, long-range plans based on the following:

1. Identifying and analyzing the major factors that affect what and how students learn;
2. Developing and implementing a written five-year plan to include a mission statement, goals, objectives and strategies;<sup>1</sup>
3. Establishing annual program improvement objectives, including major activities, expected outcomes, time-lines, responsible persons and required resources; and
4. Basing major budget decisions on long-range plans.

The Board shall plan by means of an annual retreat with the director of schools and the staff. The purpose of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range plans, to determine which goals have been achieved, whether any new efforts are needed, and to review major issues that may affect the future. The Board shall also consider annual objectives and strategies proposed by the director of schools. An annual status report on these plans shall be submitted to the Commissioner of Education by September 1 of each year in the required format.<sup>1</sup>

The director of schools shall develop necessary procedures, forms or other measures to implement the goals of this policy.

A planning coordinator may be designated by the director of schools to help coordinate system-wide planning efforts, establish and coordinate an issues management process, aid district staff in developing specific plans, and monitor implementation schedules.

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#### Legal Reference:

1. TRR/MS 0520-1-3-.03(16)

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#### Cross References:

Role of the Board of Education 1.101  
Qualifications/Duties of the Director of Schools 5.802

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in September

## Evaluation of School District

1.702

12/11/03

Rescinds:

1.802

Issued:

08/05/96

The basic features of the assessment of the school district shall be as follows:

1. The form for self-assessment of each area of responsibility shall be designed to indicate strengths and weaknesses;
2. All resources, including personnel, shall be used in the process;
3. Each evaluation shall be reported to the Board for its approval; and
4. Board-approved reports shall become goals and objectives for each department for the forthcoming year.

At least once each year, the Board shall assess the productivity within each area of responsibility and establish standards for each area.

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in November

## Charter Schools

1.704

12/11/03

Rescinds:

Issued:

### DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-homebased school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.<sup>1</sup>

Charter schools may be formed to:<sup>2</sup>

1. Provide alternatives for students in schools failing to make adequate yearly progress.
2. Address the unique needs of students eligible for special education services.
3. Provide local school systems the option to work in concert with the state's public higher education teacher training institutions.

### APPLICATION PROCESS<sup>3</sup>

A sponsor requesting that the Board approve a charter school must provide a written application in the form provided by the state and a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by 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. In the case of a conversion school, the application must include documents showing the necessary parental or teacher support for a charter school.

On or before November 15 of the year preceding the year in which the proposed charter school plans to begin operation, the sponsor seeking to establish a public charter school shall file with the Board the written application with required supporting documents.

### REVIEW TEAM

The Board shall establish a review team consisting of appropriate school personnel and a local business representative. The Board shall designate a chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for charter schools.

The Board shall require a procedure of receiving, reviewing and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. 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;
3. Monitor charter school progress; and
4. Make recommendations for revocation, renewal or non-renewal of charter contracts.

#### APPROVAL, DENIAL OF APPLICATION <sup>4</sup>

The Board shall rule by resolution on the approval or denial of a charter application within sixty (60) days of receipt of the completed application.

Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit an amended application to correct the deficiencies. The Board shall have fifteen (15) days either to deny or to approve the amended application.

A denial of an application for new schools formed to address low performers by the Board may be appealed by the sponsor, within ten (10) days of the final decision to deny to the State Board of Education.

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#### Legal References:

1. TCA 49-13-105; TCA 49-13-111(1) - (4)(b)(c)
2. TCA 49-13-106(1)(2)
3. TCA 49-13-107
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &.02

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>1.803</b>	Issued: <b>08/05/96</b>

No later than the end of the school year, the Board will adopt, upon the recommendation of the director of schools, 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 days<sup>1</sup> and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- Two (2) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certified personnel; and
- Three (3) discretionary days.

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.

## 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.<sup>2</sup>

## DISCRETIONARY DAYS

Three (3) 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.<sup>1</sup>

### Legal References:

1. TCA 49-6-3004
2. 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

# Wayne County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>School Day</b>	Descriptor Code: <b>1.801</b>  Rescinds: <b>1.804</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The minimum length of the school day shall be six and one-half (6 1/2) hours total for all grades.<sup>1</sup>

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3 All teachers shall be on duty at least seven (7) hours and such additional time as the administrative  
4 organization requires.<sup>2</sup>  
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34 Legal References:

- 35 1. TRR/MS 0520-1-3-.02(1)(a)  
36 2. TRR/MS 0520-1-3-.03(1)  
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Cross References:

Time Schedules and Extra Duty 5.602  
Staff Meetings 5.603



# Wayne County Board of Education

Monitoring

Review: Annually,  
in September

Descriptor Term:

## Emergency Closings

Descriptor Code:  
1.8011

Issued Date:  
04/11/19

Rescinds:  
1.805

Issued:  
08/05/96

1 The Board authorizes the director of schools to close schools in the event of hazardous weather or  
2 any other emergency which presents a threat to the safety of students, staff members or school  
3 property.<sup>1</sup>  
4

5 As soon as the decision to close schools is made, the director of schools will notify the public media  
6 and request that an announcement be made.  
7

8  
9 If school is not in session or is dismissed early due to snow or inclement weather, all  
10 scheduled activities in which students are involved will be postponed or cancelled, unless the  
11 Director of schools determines that conditions have changed in time to allow the scheduled  
12 activities.  
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35 Legal References:

36 1. TCA 49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)  
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# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

**Section 504 and ADA  
Grievance Procedures**

Descriptor Code:

**1.8021**

Issued Date:

**2/14/13**

Rescinds:

**1.802**

Issued:

**12/11/03**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

## **DEFINITION**

*Section 504 of the Rehabilitation Act of 1973* provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.<sup>1</sup>

*Title II of the Americans with Disabilities Act, 1990* provides that : No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.<sup>2</sup>

## **COORDINATOR<sup>3</sup>**

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

## **NOTICE<sup>4</sup>**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

## **COMPLAINT PROCEDURE<sup>5</sup>**

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

**DUE PROCESS HEARING PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

*Written Request for Hearing*

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written request for a due process hearing to the Section 504 coordinator. The written request must be made on a form provided through the Central Office.

*Impartial Hearing Officer*

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406; TDD: 877-521-2172  
Email: OCR.Atlanta@ed.gov

*Scheduling of Hearing*

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

*Continuances*

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

*Legal Representation at Hearing*

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

*Pre-Hearing Conference*

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

*Dismissals*

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

*Hearing*

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

*Recording*

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

*Witnesses*

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

### *Format of Presentation*

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

### *Submission of Exhibits*

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

### *Closing Arguments*

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

### *Decision*

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

### *Review Procedure/Appeal*

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

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#### Legal Reference:

1. 34 CFR § 104.4(a)
2. 42 USCA § 12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170; 172
6. 34 CFR § 104.36

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

**Tobacco-Free Schools**

Descriptor Code:

**1.803**

Issued Date:

**12/11/03**

Rescinds:

**3.201**

Revised:

**12/11/14**

All uses of tobacco and tobacco products, including smokeless tobacco and e-cigarettes, are prohibited in all of the school district's buildings.<sup>1</sup> Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.<sup>2</sup>

The use of tobacco or tobacco products, including smokeless tobacco and e-cigarettes, will be prohibited in all vehicles, owned, leased or operated by the district.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and e-cigarettes, while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco or tobacco products, including smokeless tobacco and e-cigarettes, shall be issued a citation by the school principal/resource officer.<sup>3</sup> The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.<sup>1</sup> The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events:

*Smoking is prohibited by law in seating areas and in restrooms.*<sup>2</sup>

## **T.C.A. 39-17-1604**

**Allows adult staff members to smoke outdoors but not within fifty feet (50') of any entrances to any buildings or in the presence of children. In addition, after regular hours, adults are allowed to smoke on the property surrounding the institution, but not blocking any entrance to any building. Such property shall not include any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. (05-11-06)**

## **Legal Reference:**

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994

2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606

3. TCA 39-17-1505

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Drug-Free Workplace

Descriptor Code:

1.804

Issued Date:

12/11/03

Rescinds:

3.202

Issued:

08/05/96

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in federal law.<sup>1</sup> "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.<sup>2</sup>

The director of schools shall be responsible for providing a copy of this policy to all school system employees.<sup>2</sup>

### Legal Reference:

1. Subtitle D Drug Free Workplace Act of 1988
2. 34 CFR § 86.201

### Cross Reference:

Drug and Alcohol Testing, Employees 5.403  
Drug-Free Schools 6.307

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

**Use of Electronic Mail (e-mail)**

Descriptor Code:

**1.805**

Issued Date:

**12/11/03**

Rescinds:

Issued:

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.<sup>1</sup>
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.<sup>2</sup>
3. Staff/board members will be asked to sign an application for terms and conditions for *Use of the Internet*. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

Legal Reference:

1. TCA 10-7-512
2. TCA 8-44-102



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Advertising and Distribution of Materials in the Schools

Descriptor Code:

1.806

Issued Date:

12/11/03

Rescinds:

3.210

Issued:

08/05/96

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational and other similar civic groups may advertise event pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;
4. The principal shall screen all materials prior to distribution to ensure their appropriateness. The principal may prohibit materials that:
  - a. would likely to cause substantial disruption of the operation of the school;
  - b. violate the rights of others;
  - c. are obscene, lewd or sexually explicit; or
  - d. students would reasonably believe to be sponsored or endorsed by the school.
5. The school may, upon approval of the director of schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day; and
8. School publications may accept and publish paid advertising under procedures established by the director of schools.

### Cross References:

Board-Community Relations 1.500  
Vendor Relations 2.809  
Staff-Community Relations 5.606  
Student Publications 6.704

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

**Registered Sex Offenders**

Descriptor Code:

**1.808**

Issued Date:

**02/12/09**

Rescinds:

Issued:

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances stated in this policy.

## **EMPLOYMENT**

An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for employment within the school district.

## **PRESENCE ON SCHOOL PROPERTY**

No registered sex offender, whose victim was a minor, shall come on, about, or within 1,000 feet of a local school's property line except as provided below. If any employee of the school district becomes aware of any registered sex offender's presence on school property, he/she shall immediately inform the principal, who shall direct the individual to leave the premises immediately. The principal shall request assistance from local law enforcement authorities if offender resists the principal's directives. If the registered sex offender repeats this restriction of coming on to school property, the principal may confer with legal counsel to take appropriate legal action.

Neither this policy nor state law impose any duty upon a principal or any other employee of the local school district to review the sex offender registry for individuals who may come upon the property.

## **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

The principal may modify the "Presence on the Property" section of this policy to allow a parent who is a registered sex offender to drop off and pick up his/her child from school and come onto the campus for parent/teacher conferences. The parent, however, may come to the school for the stated business only. Further, when coming in the building, the parent must come to the front office only.

Principals shall speak with the parent upon learning of their status as a sex offender to communicate the restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's child.

Upon request of the parent sex offender, the director of schools may waive the premises/presence restrictions of the policy to allow the parent to attend school events under exceptional situations, including, but not necessarily limited to graduation.

### Legal References:

1. TCA 40-39-201, et seq.

2. TCA 40-39-211 (a)

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Procedures on Service Animals in Schools</b>	Descriptor Code: <b>1.900</b>	Issued Date: <b>02/09/12</b>
		Rescinds:	Issued: <b>02/09/12</b>

The Wayne County School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the American with Disabilities Act, 28 C.F.R. Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools at 419 South Main Street, Waynesboro, Tennessee 38485, and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools’ Office at least ten business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for, and kept free of, flees and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a “service animal.”
9. The animal must be “required” for the individual with a disability.
10. The animal must be “individually trained” to do work or a task for the individual with a disability.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
  - b. Whether the handler has sufficient control of the miniature horse;
  - c. Whether the miniature horse is housebroken; and
  - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal’s handler does not take effective action to control it; or
  - b. The animal is not housebroken.
  - c. The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.

If an animal is properly excluded. If a public entity properly excludes a service animal under Sec. 35.136(b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. 28 C.F.R. Sec. 35.136(c).

13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
  - a. The Wayne County School District is not responsible for the care or supervision of a service animal or to provide any other care or assistance to the animal.
  - b. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

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Legal Reference:  
ADA Regulations,  
28 C.F.R. Part 35 (as amended, 2010)

# Wayne County Board of Education

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## 2 – FISCAL MANAGEMENT

Descriptor Code	Policy Title	Issued Date
2.100	Financial Guide	12/11/03
<b>Budget</b>		
2.200	Annual Operating Budget	12/11/03
2.201	Line Item Transfer Authority	12/11/03
2.300	State and Federal Aid Eligibility Determination	12/11/03
<b>Revenue</b>		
2.400	Revenues	12/11/03
2.401	Gifts and Bequests	12/11/03
2.402	Investment Earnings	12/11/03
2.403	Personal Property Sales	12/11/03
2.500	Deposit of Funds	12/11/03
2.600	Bonded Employees	12/11/03
<b>Accounting</b>		
2.700	Accounting System	12/11/03
2.701	Financial Reports and Records	12/11/03
2.702	Inventories	12/11/03
2.703	Audits	12/11/03
<b>Expenditures and Purchasing</b>		
2.800	Expenditure of Funds	12/11/03
2.801	Petty Cash Accounts	12/11/03
2.802	Payroll Procedures	12/11/03
2.803	Salary Deductions	12/11/03
2.804	Expenses and Reimbursements	12/11/03
2.8051	Purchasing	08/17/06
	Purchasing Authority	
2.8061	Bids and Quotations	08/17/06
2.807	Requisitions	12/11/03
2.808	Purchase Orders and Contracts	12/11/03
2.809	Vendor Relations	12/11/03
2.810	Payment Procedures	12/11/03
2.85	Energy and Utility Management	11/08/12
2.900	Student Activity Funds Management	12/11/03

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

## Fiscal Management Goals

Descriptor Code:

2.100

Issued Date:

12/11/03

Rescinds:

2.100

Issued:

08/05/96

### General

The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools under its jurisdiction.<sup>1</sup>

In fiscal management, the Board seeks to achieve the following goals:

1. To engage in advance planning, with broad-based staff and community involvement;
2. To establish levels of funding which will provide quality education for the system's students;
3. To use the available techniques for budget development and management;
4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and
5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal Reference:

1. TCA 49-3-314 (C)(1); *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Annual Operating Budget</b>	Descriptor Code: <b>2.200</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.200</b>	Issued: <b>08/05/96</b>

## *General*

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

## *Central Office*

### **PREPARATION PROCEDURES**

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal should be balanced, consistent with board policy and contract conditions, to include provisions for:

- Programs to meet the needs of the entire student body
- Staffing arrangements adequate for proposed programs
- Maintenance of the district's equipment and facilities
- Efficiency and economy<sup>1</sup>

Budget preparation shall be the responsibility of the director of schools. The director of schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

The director of schools and the chairman of the board shall develop a budget preparation calendar no later than January 1 of the current school year. The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

### **HEARING AND REVIEWS**

The proposed budget will be available for inspection by various interested citizens or groups in the office of the director of schools.

### **FINAL ADOPTION PROCEDURE**

The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45) days prior to the actual date the budget is to be adopted by the county commissioners.<sup>2</sup>

The director of schools shall file with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.<sup>3</sup>

#### Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. TCA 6-36-110, TCA 49-2-203(a)(10)
3. TCA 49-2-301(b)(Z); TRR/MS 0520-1-2-.13(2)(a)

#### Cross Reference:

Executive Committee 1.301

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in January**

Descriptor Term:

## Line Item Transfer Authority

Descriptor Code:

**2.201**

Issued Date:

**12/11/03**

Rescinds:

**2.201**

Issued:

**08/05/96**

### *Central Office*

Line-item transfers within major categories shall be made upon the recommendation of the director of schools and approval by the Board.

Transfer between major budget categories shall be made with the approval of the County Commission.<sup>1</sup>

#### Legal Reference:

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983); *Bandy v. State ex. rel. Sullivan County Board*; 186 TN 11, 207 S. W. 2d 1011 (1948)



# Wayne County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>State and Federal Aid Eligibility Determination</b>	Descriptor Code: <b>2.300</b>  Rescinds: <b>2.300</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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## *General*

In order to ensure comparability of services<sup>1</sup> from local and state funds in all of its schools, the Board shall ensure that:

1. A systemwide salary schedule is adopted annually;
2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need; and
3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

## Legal Reference:

1. TCA 49-3-353

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.400</b>	Issued: <b>08/05/96</b>

## *General*

Any money collected by any school shall be documented by a written receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and all fund raising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.<sup>1</sup>

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.<sup>2</sup>

## **FEES**

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.<sup>3</sup> School fees shall be waived for students who receive free or reduced-price lunches.<sup>4</sup> No student will be penalized for nonpayment of any materials fee.

## **EXTENDED SCHOOL PROGRAM**

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The principal shall report the collections and pay the Board by school check.<sup>5</sup>

## **FINES**

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,<sup>6</sup> including textbooks, library books, equipment and buildings. All money collected as fines shall be placed in the system-wide school fund.

## **TUITION INCOME**

Tuition collected from nonresident students shall be placed in the system-wide school fund.

**RENTAL INCOME**

The principal will collect and remit to the central office all money received for use of a particular school facility or other school property.

**GRANTS**

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.<sup>7</sup>

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**Legal References:**

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a) ; TCA 49-2-110(b)
4. TCA 49-2-114
5. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
6. TCA 37-10-101; 102
7. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

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**Cross References:**

Student Activity Fund Management 2.900  
Nonresident Students 6.204  
Student Solicitations/Fund-Raising 6.701  
Student Fees and Fines 6.709

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in January**

Descriptor Term:

## Gifts and Bequests

Descriptor Code:

**2.401**

Issued Date:

**12/11/03**

Rescinds:

**2.401**

Issued:

**08/05/96**

### *General*

The director of schools is authorized to accept gifts to the school system and may designate others to accept gifts for particular schools in behalf of the Board.<sup>1</sup> The Board will officially express appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

In instances where the director of schools or his designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter referred to the Board.

In accepting gifts and donations, the following guidelines shall be followed:

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become school system property subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the director of schools' office for Board consideration and approval.
3. Individuals or organizations wanting to contribute supplies or equipment will consult with school officials about the feasibility of accepting such contributions prior to the solicitation of funds or the making of budgetary appropriations.
4. A list of supplies and equipment which have been contributed shall be reported to the Board by the director of schools' office annually.

#### Legal Reference:

1. TCA 49-6-2006(a)

#### Cross References:

Staff Conflict of Interest 5.601  
Staff Gifts and Solicitations 5.605  
Student Gifts 6.710

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review: Annually,  
in January**

## **Investment Earnings**

**2.402**

**12/11/03**

Rescinds:

**2.402**

Issued:

**08/05/96**

### *Individual Schools*

The building principal, with consent of the director of schools, is authorized to invest excess funds of the school in savings accounts.<sup>1</sup> Interest earned on general fund accounts shall be credited to general fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted account.

School food service funds shall be kept separate from other school funds and interest earned on food service fund deposits shall be credited to food service revenue.

All funds shall be deposited into accounts fully protected by sufficient collateral.

Reports of the investments shall be made to the Board annually.

#### Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 6-1

#### Cross References:

Deposit of Funds 2.500  
Food Service Management 3.500

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

**Personal Property Sales**

Descriptor Code:

**2.403**

Issued Date:

**12/11/03**

Rescinds:

**2.403**

Issued:

**08/05/96**

## *General*

When equipment, books, materials, and other personal property no longer have an intended use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.<sup>1</sup>

## Legal References:

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

## Deposit of Funds

Descriptor Code:

2.500

Issued Date:

12/11/03

Rescinds:

2.500

Issued:

08/05/96

### *Central Office*

All income payable to the Board will be deposited with the county trustee, who will credit it to the appropriate account.

### *Individual Schools*

All money collected at the building level must be cleared through the principal's office.

The principal shall deposit funds daily if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.<sup>1</sup>

Monies collected at the building level must be deposited to no more than three bank accounts:

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings.

### Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in January

**Bonded Employees**

**2.600**

**12/11/03**

Rescinds:

**2.600**

Issued:

**08/05/96**

## *General*

The director of schools and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.<sup>1</sup>

The Board shall determine the amount of the bond, giving consideration to the total amount of money and/or property that is handled in each school.<sup>2</sup>

## Legal References:

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-16



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

**Accounting System**

Descriptor Code:

**2.700**

Issued Date:

**12/11/03**

Rescinds:

**2.700**

Issued:

**08/05/96**

## *Central Office*

The director of schools shall maintain a system of accounting, arranged according to the regulations prescribed by the Commissioner of Education, which provide a detailed and accurate account of all receipts and disbursements of the schools.<sup>1</sup>

## *Individual Schools*

The Board authorizes each respective school under its jurisdiction to receive activity and other internal funds, such as athletic ticket money, school lunch funds and school class funds.<sup>2</sup>

The Board shall hold each principal responsible for the management of all internal accounts under his/her jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.<sup>3</sup>

### Legal References:

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(c)(d)

### Cross References:

Petty Cash 2.801  
Student Activity Funds Management 2.900

# Wayne County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Financial Reports and Records</b>	Descriptor Code: <b>2.701</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.701</b>	Issued: <b>08/05/96</b>

## FINANCIAL REPORTS

### *Central Office*

The Executive Committee shall submit to the Board at each regular board meeting a report of all business transacted since the last regular meeting.<sup>1</sup>

A report indicating all receipts and expenditures will be given quarterly to the County Commission.<sup>2</sup> Each report will show the amount of the annual appropriation, the amount expended by account to date, the amount encumbered and the free balance in each account.

The director of schools shall submit monthly financial reports to the Board and to state and federal agencies as required.<sup>3</sup>

### *Individual Schools*

Each principal shall submit to the director of schools at the end of each calendar month on a prescribed form the receipts, expenditures and cash balance of all accounts under his jurisdiction. These reports shall be made available to the Board at its request.

## FINANCIAL RECORDS

### *General*

The director of schools shall maintain all financial records as required by regulation and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records.<sup>4</sup>

#### Legal References:

1. TCA 49-2-206(5)
2. TCA 49-2-301(b)(11)(S)
3. TCA 49-2-301(b)(1)(Z)
4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-21

#### Cross Reference:

School Board Records 1.407

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in January**

Descriptor Term:

## Inventories

Descriptor Code:

**2.702**

Issued Date:

**12/11/03**

Rescinds:

**2.702**

Issued:

**08/05/96**

### *General*

The director of schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.<sup>1</sup>

Each school shall maintain a complete inventory with a duplicate maintained in the central office.

### Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-13

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Audits</b>	Descriptor Code: <b>2.703</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.703</b>	Issued: <b>08/05/96</b>

## *General*

An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall be made by a certified public accountant following the end of each fiscal year.<sup>1</sup>

The director of schools shall furnish or make copies of the audit available to the proper authorities as prescribed by law.<sup>2</sup>

When an administrative change occurs during the fiscal year and the position is responsible for the expenditure of funds, a special audit of accounts involved shall be conducted.

The special audit shall be as extensive as the Board may determine.

### Legal References:

1. TCA 49-2-112(a)(1); TCA 49-2-110(a)
2. TCA 49-2-112(d)(2); TRR/MS 0520-1-.13(3)(d)

### Cross References:

Student Activity Funds Management 2.900  
Student Solicitations/Fund-Raising 6.701

# Wayne County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually in January	<b>Expenditure of Funds</b>	<b>2.800</b>	<b>12/11/03</b>
		Rescinds:	Issued:

## *Central Office*

All expenditures shall be approved by the Board or the director of schools when authorized. No expenditures shall be made except on an approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this system will not create or authorize creation of a deficit in any fund. Expenditures or encumbrances will not be authorized, made or incurred in excess of any fund balance.

## *Individual Schools*

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No checks will be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the director of schools' office in the same manner as salary and other payroll payments. The Board will invoice the school for reimbursement. Substitute teacher's salaries related to restricted class and club accounts will be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.<sup>1</sup>

Employees who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure or expenditure made in violation of the law and this policy shall be illegal and void.<sup>2</sup>

### Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-22
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-17

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Petty Cash Accounts</b>	Descriptor Code: <b>2.801</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.801</b>	Issued: <b>08/05/96</b>

## *General*

In order to facilitate refunds and minor purchases, the central office and the individual schools in the system may maintain petty cash funds.<sup>1</sup> These funds will be used for the payment of permissible and properly itemized bills for materials, supplies, or services under conditions calling for immediate payments. The Board shall determine the maximum amount to be available in any fund.

The director of schools or his/her designee shall be responsible for disbursing and accounting for money from the central office fund. The principal in each school shall have the same responsibility regarding individual school funds.

Expenditures against these funds must be itemized and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Itemized expenditures from the individual school funds shall be maintained and kept on file at each school. Expenditures made from the central office fund shall be itemized and kept on file in the director of schools' office.

## Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 5-18 & 19

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

## Payroll Procedures

Descriptor Code:

2.802

Revised Date:

02/09/12

Rescinds:

2.802

Issued:

08/05/96

### Central Office

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay period.

Payroll procedures shall be as follows:

1. All certified personnel have the option of either ten (10) or twelve (12) month installments.
2. Bus drivers have the option of either nine (9) or twelve (12) month installments.
3. Other support personnel have the option of either ten (10) or twelve (12) month installments.
4. Personnel employed for twelve (12) months shall be paid in twelve (12) month installments.
5. All new hires shall be paid by direct deposit.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

#### Cross References:

Compensation Guides and Contracts 5.110  
Resignation 5.204  
Retirement 5.205  
Overtime Pay 5.604

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Salary Deductions</b>	Descriptor Code: <b>2.803</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.803</b>	Issued: <b>08/05/96</b>

1 All teachers must have on file in the office of the board of education a current Withholding Tax Exemption  
2 Certificate.

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4 All request for change of status for insurance, dependents, etc., shall be made in writing by all school  
5 personnel and filed in the office of the director of schools.

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7 Deductions for social security, retirement, insurance, withholding tax, and any other items of which the  
8 Board has knowledge and as authorized may be made from each employee's check.  
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Cross Reference:

Insurance Management 3.600



# Wayne County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>  Rescinds: <b>2.804</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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## *Central Office*

Annually the Board shall review expense allowances and reimbursement guidelines.

## **SCHOOL PERSONNEL**

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts.

Expenses for travel will be reimbursed when the travel has the advance authorization of the director of schools. The director of schools may grant this authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.<sup>1</sup>

## **BOARD MEMBERS**

The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.<sup>2</sup> Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.<sup>3</sup>

Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

### Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-202(d)
3. TCA 49-2-2001(c)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Purchasing</b>	Descriptor Code: <b>2.8051</b>  Rescinds: <b>2.805</b>	Issued Date: <b>08/17/06</b>  Issued: <b>12/11/03</b>
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## *General*

The school system 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 shall serve as purchasing agent for the system-wide purchasing.<sup>1</sup> 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 expenditure made by a student or a teacher or by any other employee unless s/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.

## *Individual Schools*

The director of schools must approve the following purchases:

1. A single piece of equipment costing more than ten thousand dollars \$10,000.00;
2. One that is to be attached to or one that requires alteration of the building; or one that will become a permanent fixture.

## *Central Office*

### **ROUTINE PURCHASES**

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. 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 shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed in any substantial variation from budgeted estimates becomes necessary.

**SPECIAL PURCHASES**

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

**EMERGENCY PURCHASES**

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

**PURCHASING OF SURPLUS PROPERTY**

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

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

**COOPERATIVE PURCHASING**

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

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**Legal References**

1. TCA 49-2-206(3); TCA 6-36-115

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

**Bids and Quotations**

Descriptor Code:

**2.8061**

Issued Date:

**08/17/06**

Rescinds:

**2.806**

Issued:

**12/11/03**

## *General*

All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10,000), including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation within the school system. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing agent shall advertise for bids and receive quotations.<sup>1</sup> The principal shall serve as purchasing agent in each school.

All purchases of ten thousand dollars (\$10,000) 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 bids.

The lowest and best 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. 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, 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.<sup>2</sup>

The Board shall participate in TSBA's Risk Management Program and will purchase insurance through the TSBA Trust without bidding, as authorized by law.<sup>3</sup>

## **Legal References**

1. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B);  
TCA 49-2-206(b)(2)
2. TCA 12-4-106
3. TCA 29-20-407

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.807</b>	Issued: <b>08/05/96</b>

## *General*

The Board shall designate personnel to be responsible for making requisitions.

All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on forms provided by the purchasing agent.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross Reference:

Purchase Orders 2.808

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Purchase Orders and Contracts</b>	Descriptor Code: <b>2.808</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.808</b>	Issued: <b>08/05/96</b>

## *General*

All purchases made by the school system shall be by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. Exceptions may include services rendered, utilities, approved reimbursements, dues or any item not involving product purchases. Purchase orders will include the following essentials:

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

Contracts shall be made only with responsible suppliers with the following considerations:

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

## Legal References:

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11; TCA 49-2-206(b)(2)

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in January**

Descriptor Term:

## Vendor Relations

Descriptor Code:

**2.809**

Issued Date:

**12/11/03**

Rescinds:

**2.809**

Issued:

**08/05/96**

### *General*

Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service.<sup>1</sup>

### *Individual Schools*

Schools shall execute a written agreement with vendors for all fund-raisers.<sup>2</sup> The agreement shall include, but not be limited to, the following information:

1. The division of profits that result from the activity;
2. Payment of sales tax;
3. Delivery date(s);
4. Package prices or other charges; and
5. Scheduled dates of service.

Vendors visiting separate schools shall contact and secure the permission of each principal's office prior to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

#### Legal Reference:

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-27

#### Cross References:

Visitors to the Schools 1.501  
Advertising & Distribution of Materials in Schools 1.806  
Student Solicitations/Fund-Raising 6.701

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in January

Descriptor Term:

## Payment Procedures

Descriptor Code:

2.810

Issued Date:

12/11/03

Rescinds:

2.810

Issued:

08/05/96

### *Central Office*

The director of schools shall approve all claims for payment prior to their submission to the Board.<sup>1</sup>

As operating procedure, the director of schools shall present to the Board each month a list of bills for payment. The list will be supported by invoices and vouchers.

### *Individual Schools*

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

Legal Reference:

1. TCA 49-2-206(b)(3)



# Wayne County Board of Education

**Monitoring**  
**Review: Annually,**  
**In January**

**Descriptor Term:**

## **ENERGY AND UTILITY MANAGEMENT**

**Descriptor Code:**  
**2.85**

**Issued Date:**  
**11/08/12**

**Rescinds:**

**Board  
Approved**

The Wayne County Schools embrace energy conservation and will ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

While utility rates cannot be directly controlled by the Wayne County Schools, striving to continuously reduce the school system's energy should result in the lowest possible total utility cost. All departments and schools will make every effort to conserve energy and reduce the consumption of natural resources.

The importance of adopting an energy management and conservation policy is recognized in order to administer the program. The implementation of the policy will be the joint responsibility of School Commissioners, school administrators, faculty, staff, and students. Success is based on cooperation at all levels.

### **PROCEDURE**

The Director of Schools will establish and maintain an educational and training program to address energy and utilities use and conservation with all employees. Principals or facility administrators are responsible for implementing and enforcing Wayne County School's procedures to ensure that energy resources and all utilities are used efficiently on a daily basis.

The district will collect and maintain accurate records of energy and water consumption and cost, and will provide up-to-date information on the goals and progress of the energy conservation program as directed by the Director of Schools.

When feasible, appropriate, and consistent with curricular standards, students will also be provided with opportunities to learn about energy consumption and conservation.

Future construction will include energy efficiency targets that will be updated and enhanced as technology and installation cost allows.

To promote a safe, healthy learning environment that complements the energy management program, each school campus shall review and adhere to the preventative maintenance and monitoring plan.

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Student Activity Funds Management</b>	Descriptor Code: <b>2.900</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>2.900</b>	Issued: <b>08/05/96</b>

## *Individual Schools*

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy and be approved in writing by the director of schools.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.<sup>1</sup>

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.<sup>2</sup>

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.<sup>3</sup>

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.<sup>4</sup>

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.<sup>5</sup>

### Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
2. TCA 49-2-110(c)(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 5-25
4. TCA 49-2-112(a)
5. TCA 49-2-110(e)

### Cross References:

Parent Organizations/Booster Clubs 4.503  
Student Solicitations/Fund-Raising 6.701

# Wayne County Board of Education

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## 3 – SUPPORT SERVICES

Descriptor Code	Policy Title	Issued Date
3.100	Business Management Goals	12/11/13
<b>Facilities Management</b>		
3.200	Buildings and Grounds Management	12/11/13
3.201	Safety	12/11/13
3.202	Emergency Preparedness Plan	12/11/13
3.203	Crisis Management	12/11/13
3.204	Risk Management	12/11/13
3.205	Security	12/11/13
3.206	Community Use of School Facilities	12/11/13
3.210	Naming New Facilities	10/11/13
<b>Equipment and Supplies Management</b>		
3.300	Equipment and Supplies Management	12/11/13
3.3001	Use of Cellular Phones	12/11/13
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3.400	Student Transportation Management	12/11/13
3.401	Scheduling and Routing	12/11/13
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3.403	Traffic and Parking Controls	12/11/13
3.404	Private Vehicles	12/11/13
<b>Food Service Management</b>		
3.500	Food Service Management	12/11/13
3.501	Cafeteria Guidelines	12/11/13
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3.600	Insurance Management	12/11/13
3.602	Workers' Compensation	12/11/13

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

## Business Management Goals

Descriptor Code:

3.100

Issued Date:

12/11/03

Rescinds:

3.100

Issued:

08/05/96

The Board establishes these general goals for the conduct of its management program:

1. To develop a plan for the management of buildings and grounds which provides a safe, secure, comfortable, and clean environment for instruction and administration;
2. To provide a building maintenance program which protects the taxpayer's investment in facilities and ensures their continued use;
3. To provide sufficient supplies and equipment for effective teaching and learning;
4. To provide a student transportation system which meets state requirements;
5. To design and implement a program of food services which emphasizes nutritional needs of children as the basis of growth and development of bodies and minds;
6. To collect and maintain data pertinent to educational planning; and
7. To provide a sound program of insurance protection for system employees, students, and property.

Cross Reference:

School District Goals & Objectives 1.700

# Wayne County Board of Education

Monitoring:  Review: Annually, in October	Descriptor Term:  <b>Buildings and Grounds Management</b>	Descriptor Code: <b>3.200</b>  Rescinds: <b>3.200</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as  
2 comfortable and convenient as the facilities will permit or the use requires.

3  
4 The director of schools shall develop and implement a continuing program of maintenance of all  
5 district-owned buildings and grounds which shall provide for the following:

- 6  
7 1. Adequate custodial programs for all schools;
- 8  
9 2. Improvement and maintenance of school buildings and grounds;
- 10  
11 3. Repairs, including repairs of equipment, and painting; and
- 12  
13 4. Determination of obsolete equipment.

14  
15 The following are responsibilities of building principals:

- 16  
17 1. To oversee the operation of the school plant and require that personnel assigned to the building  
18 keep it in a clean, healthful, and pleasant condition;
  - 19  
20 2. To make continuing checks for hazardous conditions, including safety and operation of equipment,  
21 and prevention of hazardous situations caused by carelessness; and
  - 22  
23 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.
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# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in October**

Descriptor Term:

**Safety**

Descriptor Code:

**3.201**

Issued Date:

**12/11/03**

Rescinds:

**3.203**

Issued:

**08/05/96**

Within board policy, the principal shall develop procedures for keeping school facilities safe and free from hazards.

All staff members shall report current and potential hazards to their immediate supervisors.

Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.<sup>1</sup>

The program shall include:

1. Fire prevention
2. Accident prevention
3. Warning systems
4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
5. Emergency closings
6. Traffic safety
7. Traffic and parking controls
8. Safety inspections
9. First aid
10. A disaster preparedness plan for a nuclear or other major emergency.

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal.<sup>2</sup>

The principal shall secure assistance from law enforcement officials when he deems it necessary in order to maintain order or security during the school day or during extracurricular activities at school.

## Legal References:

1. TCA 49-6-1003
2. TCA 49-6-2008

## Cross References:

Visitors to the School 1.501  
Care of School Property 6.311

# Wayne County Board of Education

Monitoring:  Review: Annually, in October	Descriptor Term:  <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>  Rescinds: <b>3.204</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval of  
2 the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for cases of nuclear or bomb  
3 threat, civil disturbance, earthquake, fire, tornado, and other severe weather.  
4

5 Emergency preparedness drills will be developed and implemented by each principal, with approval of  
6 the director of schools, and when appropriate, be held in conjunction with emergency response agencies.  
7 These procedures shall be in written form and distributed to all staff, students and parents.  
8

9 The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to  
10 give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation  
11 shall be given every month during the school year, with an additional fire drill to be conducted within the  
12 first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year.  
13 These drills may include inclement weather, earthquake, intruder or other emergency drills that do not  
14 require full evacuation.<sup>2</sup>  
15

16 In the event of any threats to safety, students will be retained at school when less than one hour of warning  
17 time is given, unless parents or persons authorized by the parents pick up their children.  
18

19 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall  
20 give all school personnel instructions in the proper use of them in their building.  
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34 Legal Reference:

- 35 1. TRR/MS 0520-1-3-.03(17)  
36 2. TCA 68-102-137 (b) (f)  
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34 Cross Reference:

35 Emergency Closings 1.8011  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

## Crisis Management

Descriptor Code:

3.203

Issued Date:

12/11/03

Rescinds:

3.205

Issued:

08/05/96

1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings,  
2 and death of a student, parent or faculty member. Within the development of such plan, the principal shall  
3 appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information  
4 in the event of a crisis. Members of the Team shall consist of the principal, school counselor, and at least  
5 two other staff members designated by the principal.

6  
7 The principal of each building shall be responsible for the development of emergency procedures which  
8 shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school  
9 employees in the crisis management procedures shall be conducted annually during in-service sessions prior  
10 to the beginning of school.

11  
12 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools.  
13 If he determines it to be necessary, the principal shall contact the appropriate emergency services (police,  
14 fire, ambulance, etc.).

15  
16 All media attention shall be directed to the director of schools' office.

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Cross Reference:

News Releases, News Conferences and Interviews 1.503



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

**Risk Management**

Descriptor Code:

**3.204**

Issued Date:

**12/11/03**

Rescinds:

Issued:

1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the  
2 school system and to comply with the guidelines developed by TSBA's Risk Management Trust in order  
3 to qualify for applicable premium discounts. The Board shall provide sufficient staff and budget for its  
4 implementation.

5  
6 The Board shall designate a professional staff person who shall be responsible for the promotion and  
7 development of a prevention and safety education program for students and personnel employed by the  
8 school system. This person shall be given authority and title commensurate with the task and shall answer  
9 directly to the director of schools. The general areas of responsibilities include, *but are not limited to*,  
10 in-service training, development of accident prevention procedures, accident record keeping and facility  
11 inspection.

## Cross References:

Insurance Management 3.600

Worker's Compensation 3.602

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <i>12/11/03</i>
		Rescinds: <b>3.207</b>	Issued: <b>08/05/96</b>

1 The director of schools shall establish procedures as required to adequately protect school property which  
2 shall include, but not be limited to:

- 3
- 4 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 5
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
- 7 facilities or equipment without appropriate faculty supervision;
- 8
- 9 3. Controlling the issuance of building keys and master keys; and
- 10
- 11 4. Developing programs which contribute to the proper care and use of school facilities and equipment.
- 12

13 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

14  
15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft, building  
16 damage and illegal entry.

17  
18 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press  
19 charges against perpetrators of vandalism against school property.  
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#### Cross References:

Visitors to the Schools 1.501

Care of School Property 6.311

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

## Community Use of School Facilities

Descriptor Code:

3.206

Issued Date:

12/11/03

Rescinds:

3.208

Issued:

08/05/96

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>1,2,3</sup>

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;<sup>2</sup>
4. All activities must be under adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups.

### Legal References:

1. TCA 49-50-201
2. TCA 49-2-203(b)(4)
3. *Lamb's Chapel v. Center Moriches Union Free School District*,  
113 S. Ct. 2141 (1993)

### Cross References:

Tobacco-Free Schools 1.803  
Care of School Property 6.311

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in October**

Descriptor Term:

**Naming New Facilities**

Descriptor Code:

**3.210**

Revised Date:

**11/10/16**

Rescinds:

**3.210**

Issued:

**10/11/13**

Facilities of the school system shall be named through Board action, based upon the following criteria:

1. Schools shall not be named for living persons, except for those who have rendered exemplary service to public education as recognized by a vote of the board.

2. Two schools in the system shall not be given the same name and care should be taken to avoid similar names.

3. Schools shall be named for:

a. The area or community in which the school is located, or

b. The street on which the school is located, or a street bordering the school site, if that street is well known in the community, or

c. Presidents, governors or recognized national, state and local leaders who have made an outstanding contribution to the field of education.

4. A single building on a campus with multiple buildings or a specific area on the campus may be named for a living person, provided he/she has made an outstanding contribution to that school. The naming of such building or specific area shall not supplant the facility's name.

5. Facilities other than school shall be given names which describe the facility or the geographic location in the city.

6. If in the judgment of the Board an existing facility shall be renamed, the criteria of this policy will apply.

When a new school or facility is to be named, the director of schools will appoint a committee composed of school personnel and patrons of the school. Names for consideration by the committee may be submitted by any citizen, board member or school personnel.

The committee will submit its recommendation with supporting reasons to the director of schools.

The director of schools shall have the authority to recommend the naming of a portion of a facility, such as a section of a building, a single building on campus with multiple buildings or a specific area on campus within a school.

The director of schools shall submit a recommendation to the Board in either situation for its consideration and approval. A recommendation cannot be voted on at the meeting where it is presented.

# Wayne County Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>District Water Testing</b>	Descriptor Code: <b>3.212</b>	Issued Date: <b>03/14/19</b>
		Rescinds:	Issued:

## 1 General

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two  
3 (2) years.<sup>1</sup> School facilities constructed after January 1, 1998, may be periodically tested upon  
4 recommendation of the principal and approval of the Director of Schools.

5 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing  
6 and address any necessary corrective action.

## 7 RESPONSE TO TESTING RESULTS<sup>1</sup>

8 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts  
9 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue  
10 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

11 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall  
12 immediately remove the drinking water source from service. The drinking water source shall not be  
13 available for use until retesting confirms the water lead level does not exceed twenty parts per billion  
14 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

15 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours  
16 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).

17 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

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### Legal References

1. Public Acts of 2018, Chapter No. 977

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in October**

Descriptor Term:

## **Equipment and Supplies Management**

Descriptor Code:

**3.300**

Issued Date:

**12/11/03**

Rescinds:

**3.300**

Issued:

**08/05/96**

1 All equipment and materials placed in school buildings by any group or organization become the property  
2 of the Board. The Board reserves the right to transfer property to other schools if the school in which  
3 it was originally placed is discontinued or if there is no longer any need for the equipment or materials  
4 where originally placed.

5  
6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by  
7 establishing a thorough, effective and economical operations and maintenance program and providing  
8 adequate insurance coverage.

9  
10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to  
11 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and  
12 supplies not under his/her direct control when such are endangered and when the system employee having  
13 direct control is not present or is otherwise unable to act.

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Cross Reference:

Inventories 2.702

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in October**

Descriptor Term:

## **Use of Cellular Phones**

Descriptor Code:

**3.3001**

Issued Date:

**12/11/03**

Rescinds:

Issued:

Cellular phones shall be provided to a limited number of employees when essential to the operation of the school system. Whenever possible, other methods of more economical, immediate communication shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be approved by the director of schools/designee. The Board shall be financially responsible for the customary minimum monthly bills for pre-approved cellular phones.

Cellular phones provided to employees are for official school board business only and shall not be used for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than the customary minimum monthly bill, the excess portion shall become the responsibility of the employee to whom the cellular phone has been issued. If the employee wishes to dispute the portion of the monthly bill for which s/he is responsible, the employee may request and become financially responsible for obtaining a listing for phone use during the disputed period of time.

The director of schools/designee shall develop procedures for assignment and use of phones, billing disputes and lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular phone.

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

## Equipment and Supplies Leasing and Renting

Descriptor Code:

3.301

Issued Date:

12/11/03

Rescinds:

Issued:

1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties  
2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

3  
4 Staff members may borrow school equipment and materials at no cost when such use is related to their  
5 employment.

6  
7 Students may borrow school equipment and materials at no cost when used in connection with their studies  
8 or extracurricular activities.

9  
10 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems  
11 when requested by responsible parties or organizations.

12  
13 Staff members borrowing school equipment for personal use will be subject to the same regulations,  
14 including fees, as for non-school usage.

15  
16 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop  
17 tools), and cleaning and maintenance equipment are not for personal use by anyone.

18  
19 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

20  
21 The Board will approve and periodically review a rental fee for the use of school equipment.  
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# Wayne County Board of Education

Monitoring Review: Semi-Annually	Descriptor Term:  <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Revised Date: <b>1/18/2018</b>
		Rescinds: <b>3.400</b>	Issued: <b>11/12/2015</b>

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations.<sup>1</sup>

To avoid the financial burden of replacing an aging bus fleet at any one time, the Board may replace a certain number of buses each year on a rotating basis.

The school transportation program shall be monitored daily by the principals and the supervisory of transportation and subjected to periodic evaluations by them as necessary.

All buses and other vehicles owned and operated by the Board shall be given safety inspections by the assigned driver and the transportation supervisory on a regular basis. The transportation supervisor shall develop and maintain a safety inspection record which shall be filled out and signed by the individual who conducts the inspection. In addition, all buses shall be available for regular state inspections. Any defects noted by either the regular local or state inspections shall be remedied immediately.

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

## **TRANSPORTATION SUPERVISOR**

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

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

## **COMPLAINT PROCESS**

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; and

2. Forms may be submitted in person, via phone, mail, or email.

- a. Written complaints shall be submitted on forms located on the district's website. 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. 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 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 parent and students. This information shall be made available in the student handbook.

### RECORDKEEPING

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

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

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#### Legal References

1. Public Acts of 2016, Chapter No. 623
2. T.C.A. 37-1-403
3. TCA49-6-2109; TRR/MS 0520-01-05
4. Public Acts of 2017, Chapter No. 289(1)(d)(3)
5. Public Acts of 2017, Chapter No. 289(1)(a)(c)
6. Public Acts of 2017, Chapter No. 289(1)(d)(2)
7. Public Acts of 2017, Chapter No. 289(1)(d)(5)

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#### Cross References

# Wayne County Board of Education

Monitoring:  Review: Annually, in October	Descriptor Term:  <b>Scheduling and Routing</b>	Descriptor Code: <b>3.401</b>  Rescinds: <b>3.402</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the  
2 time the first student is picked up until the trip is complete.

3  
4 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus trans-  
5 portation, including the determination of bus stops and the assignment of students. Deleting or establishing  
6 new bus routes is the responsibility of the Board.<sup>1</sup>

7  
8 Appeals of transportation decisions shall be made to the director of schools and the Board.

9  
10 Students shall not be in transit to and from school more than one and one-half hours each way.<sup>2</sup> Under  
11 no circumstances shall students be transported past their assigned school.

12  
13 Where practical, transfers may be made from one bus to another. Both buses shall be present while the  
14 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place  
15 of business for transfer shall be permitted only after approval has been obtained from the Board.

16  
17 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless  
18 overlapping results from the necessity to travel the main highway to school centers. When more than one  
19 bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned  
20 a certain portion of the route and all students within this section shall ride the bus to which assigned.

21  
22 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses  
23 are not to stop at stores (or make any other nondesignated stops except for emergencies) when transporting  
24 students.

25  
26 Students who ride school buses shall attend the school designated unless the Board designates an alternate  
27 school. If a parent chooses to send his/her child to another school in the system, the parent must provide  
28 transportation to and from that school.

## Legal References:

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35 1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)  
36 2. TCA 49-6-2105

## Cross Reference:

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Bus Conduct 6.308

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Special Use of School Vehicles</b>	Descriptor Code: <b>3.402</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>3.403</b>	Issued: <b>08/05/96</b>

## SCHOOL BUSES

All standard rules of student and driver conduct shall apply to all extracurricular trips.

System-owned buses may be used by athletic teams and other school groups, provided such trips are recommended by the principal.

The principal will make all transportation arrangements with the director of transportation.

The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities. However, the Board may establish special rates for extended trips or in special cases. Forms for reporting extra use of buses will be furnished to each school principal.

Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity trips during the regular school year.

School buses may be used only for the transportation of school personnel on authorized school business. No other individual or group may rent a school bus without written request to the director of schools' office.

## BOARD-OWNED VEHICLES

The director of schools shall recommend for board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements,<sup>1</sup> including implications for reporting taxable income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

### Legal Reference:

1. Internal Revenue Code § 61;  
¶ H-2230 Methods for Valuing the Use of  
Employer-Provided Vehicles

### Cross References:

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

**Traffic and Parking Controls**

Descriptor Code:

**3.403**

Issued Date:

**12/11/03**

Rescinds:

**3.206/3.404**

Issued:

**08/05/96**

1 The principal of each school shall develop and implement a plan to ensure maximum vehicular and  
2 pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan  
3 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading  
4 and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and dismissal  
5 times for car and bus students.

6  
7 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated  
8 areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.

9  
10 Parking regulations for each school will be developed by the principal and published in the school handbook.  
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Cross References:

Code of Behavior and Discipline 6.300

Interrogations and Searches 6.303

Suspension/Expulsion/Remand 6.316

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>3.401</b>	Issued: <b>08/05/96</b>

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools or his designee and proof of vehicle liability insurance coverage in the following forms:
  - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$130,000/350,000/50,000; and
  - b. A specific permit for each trip involving students, including field trips.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.<sup>1</sup>
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

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Legal Reference:

1. TRR/MS 0520-1-5

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>3.500</b>	Issued: <b>08/05/96</b>

1 The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and  
2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods  
3 and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

4  
5 The system's food service supervisor will oversee the program. All products and services necessary for  
6 the operation of the school nutrition department shall be procured using the Board-approved procurement  
7 plan which must comply with federal and state purchasing procedures.

8  
9 School Nutrition may include the following programs: National School Lunch Program, School Breakfast  
10 Program, Summer Food Service Program and Afterschool Snack Program. Meals and snacks that are offered  
11 shall meet the federal requirements for reimbursement as defined by federal regulations.<sup>2</sup>

12  
13 As required for participation in the School Nutrition Programs, the Board agrees to the following:

- 14  
15 1. Meals/snacks must be made available to all students in attendance.  
16  
17 2. Free and reduced-price meals/snacks must be made available to students who are determined  
18 eligible for these benefits.

19  
20 Students will be permitted to bring their lunches from home and to purchase allowable beverages and  
21 a la carte items at school.

22  
23 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must  
24 be as stringent as the current federal regulations concerning competitive foods.<sup>3</sup>

25  
26 Procedures for implementing guidelines established by the State Department of Education, School  
27 Nutrition Program are on file in the district food service procedures manual.

## Legal References:

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36 1. TCA 49-6-2302; 2303  
37 2. 7 CFR § 210.10 -13  
38 3. 7 CFR § 210.11; OP Tenn. Atty. Gen. 92-54 (September 24, 1992);

## Cross References:

39  
40 Deposit of Funds 2.500  
41 Financial Reports and Records 2.701

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Cafeteria Guidelines</b>	Descriptor Code: <b>3.501</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>3.500</b>	Issued: <b>08/05/96</b>

## **Offer Vs Serve For School Lunch and Breakfast Program**

Following the federal and state guidelines, five nutritious components will be offered for lunch and four nutritious components will be offered for breakfast. Students will have the option of choosing the full plate or three of the five for lunch and three of the four for breakfast. The student will still be expected to pay the established price of the meal. Also under this provision, the amount of federal reimbursement made to schools for the meals is not affected. Individual components of the reimbursable meals will be sold to students as extras after the reimbursable meal has been served.

## **Payment for Adult Meals**

Superintendent, principals, teachers, aides, bus drivers, supervisors, county-wide personnel and guests pay for their meals at the school cafeteria.

## **Charges for School Lunch**

Charges are discouraged. Elementary students K-8 who lose or forget their lunch or breakfast money may charge up to five (5) days. High school students (9-12) may charge up to one (1) day. Payment for charged meals is expected after this time.

## **After School Functions Concerning Uses of Facilities and Personnel - Banquets, Special Dinners, Etc.**

The use of the cafeteria, personnel, purchase of food, income and expenditures will be under the supervision of the manager and the school principal. These functions are not connected with the School Breakfast and School Lunch Program. The cafeteria manager or a member of her staff must be present and be paid for a banquet or special dinner.

## **Competitive Foods/Vending Machines**

Any sale of food and beverages (other than competitive foods) to students during school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account. The sale of food of minimal nutritional value will be permitted provided the sales do not occur during lunch time.

The sale of all competitive food and beverages to students during the school hours shall be limited to those approved and controlled by the principal. Vending machines in the schools will be controlled so that they will not offer competition to the school lunch program or encourage poor eating habits.



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>3.600</b>	Issued: <b>08/05/96</b>

1 The insurance program will provide coverages in a minimum of the following broad categories:

- 2
- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief,
- 4 boiler and machinery explosion; and vehicles;
- 5
- 6 2. Liability: Board members, director of schools and employees resulting from discharging their
- 7 duties;
- 8
- 9 3. Worker's compensation; and
- 10
- 11 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute. `
- 12

13 The director of schools will continually review the insurance program to ensure that adequate protection

14 is being provided at a reasonable price.

15

## 16 GROUP HEALTH

17

18 The Board shall provide group health insurance for all full-time employees.<sup>1</sup>

19

20 Board approval of group insurance for which the Board makes partial payment shall be given on

21 recommendation of a committee comprised of at least one (1) Board-appointed representative and one

22 certified and one non-certified representative.

23

24 The Board shall select the carrier of any insurance for which the Board makes full payment.

25

## 26 ANNUITIES<sup>2</sup>

27

28 Board-approved companies for tax-sheltered annuities shall include all companies presently having

29 contracts with employees.

30

- 31 1. The addition of a company to the list of Board-approved companies shall be considered on written
- 32 request of agents of the company; and
- 33
- 34 2. Written request for a change in annuity deductions shall be reported to the payroll office on or before
- 35 the first day of the month in which such change is to be effective.
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**RETIREES<sup>3</sup>**

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65), provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Retirement System; and
2. The employee was enrolled in the Board-sponsored insurance plan for one (1) full year prior to retirement.

Retired employees will be permitted to pay the difference in an individual plan and a family plan on a monthly basis and continue coverage if they so desire.

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**Legal References:**

1. TCA 49-2-209
2. TCA 49-2-208
3. TCA 49-5-906

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in October

Descriptor Term:

## Workers' Compensation

Descriptor Code:

3.602

Issued Date:

12/11/03

Rescinds:

3.602

Issued:

08/05/96

1 The Board shall maintain adequate workers' compensation coverage according to state statutes.

2  
3 The Board shall establish a medical panel consisting of at least three (3) general practitioners. The names  
4 of the general practitioners shall be posted in conspicuous places throughout the maintenance, transportation,  
5 clerical, and professional areas of participating schools. Any claimant may choose from any of the general  
6 practitioners listed on the medical panel for treatment of on-the-job injuries. Any specialized treatment  
7 of injuries must be administered by practitioners or specialists upon referral by the medical panel.<sup>1</sup>  
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34 Legal References:

35 1. TCA 50-6-204(4)(A)  
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Cross References:

Risk Management 3.204  
Sick Leave 5.302  
Physical Assault Leave 5.307

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## 4 – INSTRUCTIONAL PROGRAM

Descriptor Code	Policy Title	Issued Date
4.100	Instructional Goals	12/11/03
<b>Curriculum Development and Programs</b>		
4.200	Curriculum Development	12/11/03
4.201	Basic Curriculum Program	12/11/03
4.202	Special Education	12/11/03
4.2021	Special Education Class Size	12/11/03
4.203	Advanced College Placement	12/11/03
4.204	Summer School	12/11/03
4.205	Enrollment in College Level Courses	12/11/03
4.206	Special Programs	12/11/03
	Homebound Instruction	
	Remedial Instructional	
4.207	Limited English Proficient/Language Minority Students	12/11/03
4.208	Adult Education Program	12/11/03
4.2091	Alternative Credit Options	09/09/10
<b>Extracurricular Programs</b>		
4.300	Extracurricular Activities	02/12/09
4.301	Interscholastic Athletics	12/08/11
4.3021	Field Trips and Excursions	12/08/11
<b>Instructional Material and Services</b>		
4.400	Instructional Resources and Materials	12/11/03
4.401	Textbook Selection, Distribution and Care	12/11/03
4.402	Selection of Instructional Materials (Other Than Textbooks)	12/11/03
4.403	Reconsideration of Instructional Materials and Textbooks	12/11/03
4.404	Use of Copyrighted Materials	12/11/03
4.405	Employee-Developed Materials	12/11/03
4.406	Use of the Internet	02/12/09
4.4065	Use of Cell Phones – Teachers and Assistants	02/12/09
4.407	Web Pages	12/11/03
4.408	VCR Films	12/11/03
4.4081	Video	09/09/10

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### **Community Instructional Resources**

4.500	Community Instructional Resources	12/11/03
4.501	School Volunteers	12/11/03
4.5022	Parent/Family Involvement	08/11/05
4.503	Parent Organizations/Booster Clubs	12/11/03

### **Academic Achievement**

4.600	Grading System	12/11/03
4.601	Reporting Student Progress	12/11/03
4.602	Class Ranking	12/11/03
4.603	Promotion and Retention	12/11/03
4.604	Accelerated and Advanced Credit	12/11/03
4.605	Graduation Requirements	12/08/11
4.606	Graduation Activities	12/11/03
4.607	Wayne County Schools High School Honors/Distinction Policy	09/13/12

### **Testing and Evaluation**

4.700	Testing Programs	12/11/03
4.701	Maintaining Test Security	12/11/03
4.702	Evaluation of Instructional	12/11/03

### **Controversial Issues and Materials**

4.800	Controversial Issues	12/11/03
4.801	Controversial Materials	12/11/03
4.802	Student Equal Access	12/11/03
4.803	Recognition of Religious Beliefs, Customs & Holidays	12/11/03
4.804	Religion in the Curriculum	12/11/03
4.805	Prayer and Period of Silence	12/11/03

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Instructional Goals</b>	Descriptor Code: <b>4.100</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.100</b>	Issued: <b>08/05/96</b>

The Board approves the following broad-based instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;
- To know the principles involved in making moral and ethical choices.
- To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation and world;
- To learn to understand, respect and interact with people of different cultures, generations and races.

Cross Reference:

School District Goals 1.700

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Curriculum Development</b>	Descriptor Code: <b>4.200</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.200</b>	Issued: <b>08/05/96</b>

1 Under the leadership and direction of the supervisor of instruction, a unified curriculum shall be developed  
2 within the statewide curriculum framework for the school system in each subject area, grades K-12, and  
3 presented to the Board for adoption.<sup>1,2</sup>  
4

5 Teachers in each school shall participate in the systemwide development of the curriculum in their  
6 appropriate subject areas. Assignments for curriculum development in the elementary grades will be made  
7 by the principal.  
8

9 The curriculum will be revised and updated regularly through in-service programs and curriculum  
10 planning sessions, with changes subject to approval by the Board.  
11

12 At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a  
13 personal copy of the portion which pertains to their area of teaching. New teachers shall be given an  
14 appropriate copy and briefed on its content in relation to the total curriculum.  
15

16 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is  
17 encouraged but must have prior approval of the principal. An experimental program requires the approval  
18 of the director of schools, the Board, the Commissioner of Education and the State Board of Education.<sup>2</sup>  
19

20 A course may become a permanent part of the school program after three (3) years of operation upon  
21 approval of the State Board of Education.<sup>2</sup>  
22

## 23 IMPLEMENTATION

24  
25 The primary responsibility for the effective operation of the curriculum program and activities shall be  
26 delegated to the director of schools.  
27

28 The school principals shall be responsible for administering the established instructional programs and for  
29 the development and supervision of a coordinated plan for the improvement of instruction in their schools.  
30  
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### 33 Legal References:

- 34  
35 1. TCA 49-1-302(a);(1);(2);(3);(8)  
36 2. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-1-3-.05(2)  
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### Cross Reference:

In-Service & Staff Development Opportunities 5.113

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Basic Program</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.201</b>	Issued: <b>08/05/96</b>

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status  
2 in its educational programs or activities.

3  
4 Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and  
5 the variety of careers, roles and life-styles open to women as well as men in our society. One of the  
6 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias  
7 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and  
8 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and  
9 responsibilities of each individual as a member of a pluralistic society.<sup>1</sup>

10  
11 The course of study in the schools shall include those subjects required by the Legislature and Tennessee  
12 State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene,  
13 sanitation, music, drawing, black history and culture, physical education, character education and free  
14 enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and  
15 smoking of cigarettes and their effect upon the human system; history of Tennessee and its Constitution;  
16 history of the United States and its Constitution; displaying of the American flag; highway safety; and  
17 defensive driving.<sup>2</sup>

18  
19 The Board reserves the right to add additional courses and to amend the content of prescribed courses as  
20 experience and the process of curriculum development indicate the desirability of such change.

## 31 32 33 Legal References:

- 34  
35 1. 42 U.S.C. 12101; 34 CFR § 106.34  
36 2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301

## Cross References:

Student Goals 6.100  
Complaints and Grievances 6.305



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Special Education</b>	Descriptor Code: <b>4.202</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.207</b>	Issued: <b>08/05/96</b>

The Board shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current *Rules, Regulations, and Minimum Standards* of the State Board of Education,<sup>1</sup> and state<sup>2</sup> and federal<sup>3</sup> law.

The Board shall develop and periodically update a local plan for providing special education services for disabled students. Specifically, the Board assures that:

1. All disabled children living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs; and
2. The rights of disabled children and their parents are protected.

The plan shall aim toward meeting the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students.
2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education *Rules, Regulations, and Minimum Standards*;
3. To ensure that placements are made which educate disabled children with non-disabled to the maximum extent appropriate in the schools these children would normally attend if not disabled and with age-appropriate peers;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his unique needs;
5. To provide continuing evaluation of each disabled child's progress, including at least annual review of his IEP and complete re-evaluation at least every three (3) years;
6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
7. To involve parents of disabled children in a meaningful dialogue with school personnel which will begin with initial referral and continue throughout the student's educational career.

## Legal References:

1. TRR/MS 0520-1-3-.09(3)(b)
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S.C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973.  
(Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.)

## Cross Reference:

Special Education Students 6.500

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Special Education Class Size</b>	Descriptor Code: <b>4.2021</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 The Board shall provide a free appropriate public education (FAPE) to all students with disabilities ages  
2 3-21 who are entitled to special education and related services. Instructional needs of all students  
3 receiving services pursuant to the Individual with Disabilities Education Act (IDEA) shall be met. The  
4 BEP formula shall be used as guidance for special education class size in determining class size policy  
5 for all special education classes in the district.  
6

7 To the maximum extent appropriate, students with disabilities eligible for special education services shall  
8 be educated with students who are nondisabled. However, special classes, separate schooling or other  
9 removal of students with disabilities from the regular educational environment shall occur only if the  
10 nature or the severity of the disability is such that education in regular classes cannot be achieved  
11 satisfactorily with the use of supplementary aids and services.  
12

13 A continuum of services shall be available to meet the needs of students with disabilities who are eligible  
14 for special education and related services.  
15

16 Monitoring class size will occur periodically to ensure compliance with all state and federal requirements.  
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# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

**Advanced College Placement**

Descriptor Code:

**4.203**

Issued Date:

**12/11/03**

Rescinds:

Issued:

In keeping with the State Board of Education's endorsement of the Early Admission Program,<sup>1</sup> an academically gifted high school student may complete the twelfth grade at a participating institution of higher learning. The student will earn a year's credit in college at the same time that he earns credit for his/her senior year in high school.

To be considered for this program, the student shall:

1. Earn a cumulative grade point average of at least 95.00 through three (3) years of high school;
2. Earn an ACT composite of at least 25;
3. Submit a written request to the high school principal at the end of the eleventh year of school, signed by student and parents;
4. With parents, meet with principal and counselor for consultation;
5. Submit a letter stating educational and vocational goals, his/her plans for attaining them, and ways in which early admission will assist in reaching these goals;
6. Secure the recommendation to the program by the principal, counselor and two classroom teachers;
7. Be accepted into an early admission program by an accredited institution of higher learning; and
8. Not be required to participate in the graduation program.

Legal References:

1. TRR/MS 0520-1-3-.06(4)

Cross Reference:

Enrollment in College Level Courses 4.205

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

**Summer School**

Descriptor Code:

**4.204**

Issued Date:

**12/11/03**

Rescinds:

**4.205**

Issued:

**08/05/96**

1 Summer schools shall be organized and operated as a part of the public school program, shall be under  
2 the control and management of the Board, and shall comply with rules and regulations of the State Board  
3 of Education.<sup>1</sup>

4  
5 The summer school program, subject to annual approval by the Board, shall provide opportunities for  
6 enrichment and remedial instruction and special programs funded by the state and/or federal grants.

7  
8 No class shall be taken for the first time during a summer school session except upon the recommendation  
9 of the principal of the school which the student regularly attends.

10  
11 One unit of credit shall be earned for 133 hours of instruction. No more than two (2) units shall be earned  
12 during any summer school session.

13  
14 All summer school classes shall meet on school property, and any exceptions must be approved by the  
15 Board. The library, laboratories, and other facilities shall be made available to all students enrolled in the  
16 summer school program.

17  
18 The Board shall annually determine the tuition rates.<sup>2</sup>

19  
20 Three (3) unexcused absences in any course offered during summer school renders a student ineligible  
21 to receive credit in that course.

22  
23 Absences shall be classified as either excused or unexcused as determined by the principal or his/her  
24 designee. Excused absences shall include:

- 25  
26 1. Personal illness;  
27 2. Illness of an immediate family member;  
28 3. Death in the family;  
29 4. Extreme weather conditions;  
30 5. Religious observances; and  
31 6. Circumstances which in the judgment of the principal or his/her designee create emergencies over  
32 which the student has no control.

33  
34 Legal Reference:

- 35  
36 1. TRR/MS 0520-1-3-.03(7)(a)  
37 2. TCA 49-6-3003  
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# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

## **Enrollment in College Level Courses**

Descriptor Code:

**4.205**

Revised Date:

**08/10/17**

Rescinds:

Issued:

**12/11/03**

Students in the 11th or 12th grades who are in good standing may earn high school credit by enrolling in college level courses which are conducted at an institution of higher education. Students in 9th and 10th grades who qualify for admission at a higher education institution may enroll with the approval of the Director of Schools.

Grades earned in such college level courses may be used to determine class rank, grade point average, and class valedictorian or salutatorian, provided the grading scale used by the college corresponds with the grading scale of the school system.

The Board shall not be responsible for transportation to and from the college or for payment of tuition.

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### Legal References:

1. TRR/MS 0520-1-3-.06(4)(b)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Special Programs</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.206</b>	Issued: <b>08/05/96</b>

## REMEDIAL INSTRUCTION

The remedial program will concentrate mainly on improvement of reading and math skills for the most educationally needy students. Various materials will be used to supplement the work being done in the classroom.

Instructional assistants will assist students in reading and math, working under the direction of the regular classroom teacher.

## HOMEBOUND INSTRUCTION

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. The program consists of three (3) hours of instruction per week<sup>1</sup> provided by a certified and properly endorsed teacher.

To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by a physician as being health-impaired and unable to attend the regular instructional program. The services provided the homebound student should reflect capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

## HOMEBOUND PROGRAM FOR PREGNANT STUDENTS <sup>1</sup>

The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week for a period of six (6) weeks.<sup>2</sup>

The student's physician shall recommend, in writing, the six-week period for which the student shall be eligible for homebound instruction.

A homebound instruction program for longer than the six (6) week period shall only be provided to a student who is certified in writing by her physician as having health complications arising from the pregnancy that prevent her from returning to regular classes.

### Legal References:

1. TCA 49-10-1102
2. TRR/MS 0520-1-2-.10

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in November

## Limited English Proficient/ Language Minority Students

4.207

12/11/03

Rescinds:

Issued:

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.<sup>1</sup>

### DEFINITIONS

*Language Minority (LM):* Refers to a student whose linguistic background, such as country of birth or home environment, includes language other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP):* Refers to an LM student whose proficiency in reading, writing, listening or speaking English is below that of grade-and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*English for Speakers of Other Languages (ESOL):* An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education:* An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many LEP students share the same language and where qualified bilingual teachers are available.

*Child:* Any individual age 3-21.

*Parent:* Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program:* An instructional course in which an LEP child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic

standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

## LANGUAGE INSTRUCTION PROGRAM

The Board directs the administration to develop and implement language instruction programs that:<sup>2</sup>

1. Appropriately identify language minority students through the use of a Student Home Language Survey. The building administrator shall develop procedures to ensure that all new and currently enrolled students complete the Home Language Survey.
2. Appropriately identify students with limited English proficiency.
3. Determine the appropriate instructional environment for LEP students.
4. Annually assess the English proficiency of LEP students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.<sup>3</sup>

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### Legal References:

1. PL 107-110 Part A § 3102
2. PL 107-110 Part A § 3116
3. PL 107-110 Part A § 1112 (g) & (4)



# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Adult Education Program</b>	Descriptor Code: <b>4.208</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 An Adult Education Program shall be provided to enable students and out-of-school youth 17 years of age  
2 and over to meet high school graduation requirements and receive a high school diploma.<sup>1</sup>

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4 The Board will appoint a member of the staff to coordinate, plan and develop the program.

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6 Written parental permission and the approval of the coordinator is required for those students under 18  
7 years of age.  
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34 Legal Reference:

35 1. TCA 49-6-501  
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# Wayne County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.2091</b>	Issued Date: <b>9/9/10</b>
		Rescinds: <b>4.209</b>	Issued: <b>12/11/03</b>

In addition to regular classroom-based instruction, students may earn credit through the following means.

## CORRESPONDENCE COURSES<sup>1</sup>

High school students may earn, through correspondence, a maximum of three (3) units of academic credit to be applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the principal/designee shall be obtained before the course is taken. The principal/designee and the student will agree on a reasonable date for completion of the correspondence course(s). The student shall not be allowed credit if the course is not completed by the agreed date. An official record of the final grade must be received by the school before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student chooses to take.

## VIRTUAL/ON-LINE COURSES

High school students may earn credits to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school or
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict or
3. The course will serve as a supplement to extend homebound instruction or
4. The student has been expelled from a regular school setting, but educational services are continued or
5. The principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Students taking such course must be enrolled in the district.

As determined by board policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

1 Students or their parents/guardians shall pay for approved virtual/online courses.

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3 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
4 monitoring of students taking virtual courses.  
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43 Legal Reference:

44 1. TRR/MS 0520-1-3-.03(8)  
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# Wayne County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>2/12/09</b>
		Rescinds: <b>4.300</b>	Issued: <b>12/11/03</b>

The following guidelines shall be followed in administering the student activities program:

1. The Board shall initially approve each specific extracurricular activity so that proper support and supervision may be assured.
2. The principal, after obtaining the recommendation of the faculty and the director of schools, shall determine which clubs and organizations will be permitted.
3. Each student activity must be under the guidance and direction of a certified staff member.
4. All student activities must have approval of the principal.
5. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
6. Secret organizations shall not be operated in any school.
7. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with his religious practices.
8. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
9. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations of state and national principals' associations without the approval of the director of schools.
10. A student on out-of-school suspension or attending alternative school shall not be permitted to attend and/or participate in Wayne County school-sponsored activities or be present on any school property.
11. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden.
12. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

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Legal Reference:

1. 20 U.S.C 1703

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Cross References:

Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302  
Student Clubs and Organizations 6.702

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

**Interscholastic Athletics**

Descriptor Code:

**4.301**

Revised Date:

**12/08/11**

Rescinds:

**4.301**

Issued:

**08/05/96**

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 opportunity shall be provided for members of both sexes.<sup>1</sup>

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 school principal's office. The principal or his/her designee must 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 secondary athletics.<sup>2</sup>

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics.<sup>3</sup> Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any groups of students for the purposes of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the Board. This does not prevent the inclusion of regular physical training lessons in the daily school program.<sup>4</sup>

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.<sup>5</sup>

## **Academic Rules**

To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation.. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.

Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent.<sup>6</sup>

### **Legal References:**

1. Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq. ; 34 CFR § 106.41
2. TRR/MS 0520-1-2-.08(1)
3. TRR/MS 0520-1-3-.08(2)(b)
4. TCA 49-6-1002
5. TCA 49-2-120
6. TSSAA Academic Rules

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

**Field Trips and Excursions**

Descriptor Code:

**4.3021**

Issued Date:

**12/08/11**

Rescinds:

**4.302**

Issued:

**12/11/03**

The Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals.

Requests for field trips shall adhere to the District Field Trip Manual which shall include a list of current Board-approved day trips by grade and/or building. In addition to the day trip procedures, a list of Board approved overnight trips will appear in the Field Trip Manual. If the trip is listed, no further action needs to be taken. If the trip is not listed, the request must be made in time for it to be approved by the Board.

In addition to the day trip procedures, trips abroad must be individually approved by the Board (approximately six (6) months prior to the date of the trip). No approved list for trips abroad will be maintained.

## **NON-SANCTIONED FIELD TRIPS**

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned field trips.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts shall not occur during class time or the employee's work day.

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Instructional Resources and Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 All classrooms and learning centers shall be equipped with an evenly-proportioned, wide assortment of  
2 teaching tools, textbooks, workbooks, audio-visual equipment selected to meet the students' needs.  
3 Textbooks and instructional materials should provide quality learning experiences for students.  
4

5 A list of textbooks and instructional materials used by the schools shall be revised annually by building  
6 administrators under the direction of the director of schools and shall be made available to the Board and  
7 professional staff as a reference. Textbooks and/or instructional materials shall be available for inspection  
8 by parents/guardians upon request.<sup>1</sup> The director of schools shall develop procedures for inspection of  
9 materials and distribute these procedures to each principal.  
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## 33 Legal References:

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35 1. 20 USCA § 1232h(a); TCA 49-6-7003  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Textbook Selection, Distribution and Care

Descriptor Code:

4.401

Issued Date:

12/11/03

Rescinds:

4.501

Issued:

08/05/96

### SELECTION

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board.<sup>1</sup> The director of schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which textbooks may be examined.

### DISTRIBUTION

The materials clerk shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.<sup>3</sup>

### CARE OF TEXTBOOKS

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

#### Age of Book

#### Amount Collected

1 - 2 years

100% of replacement cost

3 - 4 years

75% of replacement cost

5 or more years

50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books.

If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the parents in writing.



The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.<sup>4</sup>

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Legal References:

1. TCA 49-6-2207(c)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(A)
4. TCA 49-3-310(1)(B)

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Cross References:

Personal Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Selection of Instructional Materials (Other than Textbooks)

Descriptor Code:

4.402

Issued Date:

12/11/03

Rescinds:

4.502

Issued:

08/05/96

The Board will seek to provide a wide range of instructional materials<sup>1</sup> on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.

### OBJECTIVES OF SELECTION

In order to assure that instructional materials are an integral part of the educational program, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities and learning styles;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues so that the students may develop under guidance the practice of critical analysis;
5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive media collection appropriate for all students.

The principal of each school shall annually appoint a committee of teachers to determine how to spend the pooled amount of the second \$100 given to each teacher in the school.<sup>2</sup>

#### Legal References:

1. TRR/MS 0520-1-3-.07(3)
2. TCA 49-3-359

#### Cross Reference:

Controversial Materials 4.801

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Use of Copyrighted Materials

Descriptor Code:

4.404

Issued Date:

12/11/03

Rescinds:

4.504

Issued:

08/05/96

In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall require the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;<sup>1</sup>
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;
3. The director of schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes; and
4. The principal of each school shall establish practices which will enforce this policy at the school level.

Legal Reference:

1. Title 17 of the U.S.C.A.

Cross References:

Web Pages 4.407  
VCR Films 4.408

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Employee-Developed Materials

Descriptor Code:

4.405

Issued Date:

12/11/03

Rescinds:

4.505

Issued:

08/05/96

1 Materials developed as part of regular employment are equally the properties of the school system and  
2 the employee.

3  
4 School-owned equipment, including computers, may be used for developing and writing programs that  
5 will be used as part of the instructional program or for administrative purposes. The school system shall  
6 maintain full use of all educational or administrative materials, software, manuals and related materials  
7 developed by school system employees during which time they are being compensated. No other  
8 compensation to the school system shall be required.

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10 The director of schools shall ensure that a contractual agreement shall be executed between the employee  
11 and the Board when requested by the Board and/or the employee.

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13 Educational materials created by the employee during the employee's leisure hours when the employee  
14 is not fulfilling contractual duties to the school system are the property of the employee.

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Cross Reference:

Web Pages 4.407

# Wayne County Board of Education

Monitoring:

**Review:  
Semi-Annually**

Descriptor Term:

**Use of the Internet**

Descriptor Code:

**4.406**

Revised Date:

**12/14/17**

Rescinds:

**4.406**

Issued:

**12/11/03**

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

## **Employees**

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

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resource
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

## **Students**

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use
2. Prohibited or illegal activities, including but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resource
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

### INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use of dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing usage log
- Monitoring on-line activities of students

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

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide a written notice that consent is withdrawn.

In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

## E-MAIL

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

## INTERNET SAFETY INSTRUCTION

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with materials to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

## SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

## VIOLATIONS

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

## PROFESSIONAL DEVELOPMENT PLAN

Wayne County will provide a system-wide Supervisor of Technology and Technology Coaches to conduct training sessions for all personnel at the school level and the county-wide level. A component of internet safety will be included in our training for all newly hired teachers and will be conducted by the Supervisor of Technology.

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### Legal Reference:

1. TCA 39-14-602
2. U.S.C. 254; Federal-State Joint Board  
On Universal Science, CC Docket No. 96-45  
Report and Order (March 30, 2001)
3. TCA 10-7-512
4. TCA 49-1-221

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### Cross Reference:

Use of Electronic Mail (e-mail) 1.805  
Web Pages 4.407

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Web Pages</b>	Descriptor Code: <b>4.407</b>  Rescinds:	Issued Date: <b>12/11/03</b>  Issued:
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## CONTENT STANDARDS

In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of school and/or district web pages on the Internet. Only those web pages maintained in accordance with Board policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program and activities of the school and district. The web page must have a purpose which falls within at least one of three categories:

1. Support of curriculum and instruction — intended to provide links to Internet resources for students, parents, and staff in the district;
2. Public information —intended to communicate information about the schools and district to students, staff, parents, community and the world at large; and
3. District technology support —intended to provide and respond to instructional and administrative technology needs of students and staff.

All material on a school web site shall be either original to the school, in the public domain or posted with the express permission of its rightful owner. This includes, but is not limited to, text, graphics, pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

## PRIVACY STANDARDS

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Web pages may not include personally identifying information regarding a student<sup>1</sup> such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site.
2. Student work may be published on web pages only with written consent of the student's parent/guardian or the eligible student before each incident of publication. The authoring student shall also sign a copyright consent form.



1 3. Links to student e-mail accounts are prohibited.

2  
3 4. Pictures of students may be included only under the following conditions:

- 4  
5 • Individual student pictures may be published on the web site only with written  
6 consent of the student's parent/guardian or eligible student.  
7 • Pictures of groups of students involved in a school-related activity may be published  
8 without consent; however, the students shall only be identified by the group name.  
9 • Students shall not be individually identified in pictures unless there is a special reason  
10 for doing so, such as recognition for receiving an award. In such cases, the student's  
11 parent/guardian or eligible student must give written consent.  
12

### 13 14 **ADVERTISING/SPONSORSHIPS**

15  
16 Any use of advertising or sponsorships that appears on a school web site must be approved by the school  
17 web administrator, the principal or the director of schools/designee. Guidelines for approval shall be  
18 established by the director of schools/designee and must be consistent with the board's policies and  
19 guidelines used in other school and district publications.  
20

### 21 22 **ADMINISTRATIVE PROCEDURES**

23  
24 The director of schools shall develop administrative procedures for development of web pages including  
25 content, quality and consistency standards and shall designate an individual(s) to be responsible for  
26 maintaining the official district web page and monitoring all district web page activity. A building  
27 principal shall make such designation for an individual school. Schools or departments who wish to  
28 publish a web page must identify the webmaster's name, e-mail address and phone number on the web  
29 page.  
30

### 31 32 **CONCERNS/COMPLAINTS**

33  
34 As with any instructional materials or publication used by or representing the school or district, the  
35 building principal or director of schools, respectively, is ultimately responsible for accuracy and  
36 appropriateness of the information made available on the web site. Concern about the content of any  
37 page(s) created by students or staff should be directed to the building principal or the director of schools'  
38 office when related to the district web site. If the concern is not resolved, persons who wish to file a formal  
39 complaint shall submit a written request for reconsideration of instructional material.  
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#### 43 Legal Reference:

- 44  
45 1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)  
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#### Cross References:

- Reconsideration of Instructional Materials 4.403  
Use of Copyrighted Materials 4.404  
Employee-Developed Materials 4.405

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>VIDEO</b>	Descriptor Code: <b>4.4081</b>	Issued Date: <b>9/9/10</b>
		Rescinds:  <b>4.408</b>	Issued: <b>12/11/03</b>

Videos (DVD'S, video tapes, video from online sources, etc.) shown to students in a classroom must either be checked out of the school library or have the prior approval of the principal.

Videos will be used in the classroom for educational purposes only.

Videos should be licensed for "public performance" with the following exception:

The Copyright Act of 1976 Section 110 states that the performance of an audio-visual work "**by instructors or pupils**" in the course of "**face-to-face teaching activities**" of a "**non-profit educational institution**" in a "**classroom or similar place devoted to instruction**" is exempt from the copyright holder's exclusive right to perform an audio-visual work.

This exemption does not apply to videos shown for entertainment purposes, videos shown which are not directly related to the material being taught or videos shown for reward or motivation.

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Cross References:

Use of Copyrighted Materials 4.404

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Community Instructional Resources

Descriptor Code:

4.500

Issued Date:

12/11/03

Rescinds:

Issued:

### COMMUNITY RESOURCE GUIDES

An inventory of community resource people, agencies and establishments which have potential to enhance teaching and learning shall be conducted for each school and kept current to assist in instructional planning.

### USE OF COMMUNITY RESOURCE PERSONS

The Board recognizes the value of community resource persons in the educational program and authorizes the use of such persons with approval of the principal and the director of schools.

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

**School Volunteers**

Descriptor Code:

**4.501**

Issued Date:

**12/11/03**

Rescinds:

Issued:

The Board endorses a volunteer program in the schools<sup>1</sup> and authorizes principals to develop a volunteer program for each school.

All volunteers must be approved by the principal and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers shall assist professional personnel in the performance of their teaching and administrative responsibilities. They may not teach but may reinforce skills taught by the professional staff.

The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions.

Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the performance of their duties.<sup>2</sup>

The principal shall ensure that appropriate recognition of volunteer services is made annually.

## Legal References:

1. TCA 49-6-7001
2. TCA 29-20-310 (e)

## Cross Reference:

Visitors to the School 1.501

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in June</b>	Descriptor Term: <b>Parent/Family Involvement</b>	Descriptor Code: <b>4.502</b>	Revised Date: <b>02/09/12</b>
		Rescinds: <b>4.5023</b>	Issued: <b>05/13/10</b>

## GENERAL EXPECTATIONS FOR ALL SCHOOLS

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities, and procedures in accordance with this definition.<sup>1</sup>

The Board shall implement the following as required by federal and state legislation<sup>2</sup>:

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this districtwide family and community engagement policy into its Tennessee Comprehensive Systemwide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's school which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- The TCSPP shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes<sup>3</sup>.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- The school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

The director is authorized to implement any procedures necessary to accomplish the goals of this policy.

### **SUPPORT FOR THE PROGRAM**

If the Title I allocation in \$500,000, not less than one percent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement and shall distribute not less than ninety-five percent (95%) of Title I schools. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

### **SCHOOL POLICY**

Each school shall submit to the director and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students. A copy of these documents shall be retained in the district office.

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#### **Legal Reference**

1. PL 107-110, *No Child Left Behind Act of 2001*
2. TCA 49-6-7001-7003; State Board of Education-  
Tennessee Parent Family Involvement Policy.
3. Tenn. Code Ann. § 49-2-305(b)(6)

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

**Family Engagement**

Descriptor Code:

**4.5021**

Rescinds:

Issued Date:  
**02/09/12**

Families and community members should be engaged in the education of students based on the following standards: <sup>1</sup>

- Families are welcomed into the school community
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

Schools shall establish and develop programs and practices that enhance family engagement and address the specific needs of students and families. Decisions affecting students, schools, and established school procedures shall always be made within the parameters of legal Board of Education policies. The program and practices will be comprehensive and coordinated and will include the following goals:

- I. Assist families in developing skills and techniques to support their children's learning.
- II. Promote clear, two-way communication between school and family about school issues, instructional programs, and children's progress
- III. Identify and reduce barriers to family engagement, including such barriers as those of economic concerns, disabilities, limited English proficiency, limited literacy, or issues related to cultural diversity.
- IV. Inform, involve, and train family members, where appropriate, in voluntary instructional and support roles at school.
- V. Provide information about the community and support services for children and families.
- VI. Include families in decision-making affecting schools and programs when consistent with law and board policy.



VII. Provide professional development for teachers and staff on ways to work effectively with parents, families, and volunteers.

VIII. Provide access to the family engagement policy for each family and post the policy in each school.

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Legal Reference:

1. TCA 49-6-7001-7003, State Board of Education- Tennessee Parent Family Involvement Policy



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Parent Organizations/ Booster Clubs</b>	Descriptor Code: <b>4.503</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with board policies. After receiving the director of schools' recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Board as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the Board. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
  - officers and their duties
  - election of officers and term limits
  - purpose and goals
  - dues structure, if any
  - intended use of funds generated by the organization
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate in fund raising during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the Board.
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the Board, annually or upon request, a complete set of financial records or detailed treasurer's report.
7. Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the Board in official session for its consideration, comment, evaluation, approval and sponsorship. This must be done before any public announcement is made.

- 1 8. In no manner will board sanctioning of an organization preclude the organization from  
2 compliance with state and federal laws as they pertain to equal opportunity and treatment of  
3 all students. Gifts or services provided to the school should benefit both boys' and girls'  
4 activities.<sup>1</sup>  
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6 9. The Board reserves the right to revoke the sanctioning of any organization if it is found that  
7 the organization's operations and purpose are not consistent with the policies adopted by  
8 the Board.  
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41 Legal Reference:

- 42 1. Title IX, Education Amendment of 1972,  
43 20 U.S.C. §1681, et. seq.; 34 CFR 106.41  
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Cross References:

Gifts and Bequests 2.401  
Student Activity Funds Management 2.900  
Student Solicitations/Fund-Raising 6.701

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>  Rescinds: <b>4.700</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The director of schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in conjunc-  
3 tion with Board-adopted content standards.<sup>1</sup> The grading/assessment system shall follow all applicable  
4 statutes and rules and regulations of the State Board of Education.<sup>2</sup> The grading/assessment system shall  
5 be uniform district-wide at comparable grade levels except that the director of schools shall have the  
6 authority to establish and operate ungraded and/or unstructured classes in grades K-3.<sup>3</sup>

7  
8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board  
9 before the system is implemented.<sup>4</sup> These guidelines shall be communicated annually to students and  
10 parents/guardians.<sup>1</sup>

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12 Conduct grades are based on behavior and shall not be deducted from scholastic grades.  
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#### 34 Legal References:

- 35  
36 1. TRR/MS 0520-1-3-.05(3)  
37 2. TRR/MS 0520-1-3-.06  
38 3. TCA 49-1-302  
39 4. TCA 49-2-203(b)(7)  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Reporting Student Progress</b>	Descriptor Code: <b>4.601</b>  Rescinds: <b>4.701</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 Student progress reports shall be provided at least once every nine (9) weeks during the school year. The  
2 reporting procedure shall be in writing and shall be uniform for all reporting periods during each school  
3 year.<sup>1</sup> Each report shall be signed by the parents and returned promptly to the school.

4 Student progress reports shall indicate the students' conduct, attendance and academic progress and other  
5 information necessary to communicate effectively with the parents.

6 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents  
7 on the educational progress of their children. Teachers shall consult with parents of students who are  
8 working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents  
9 shall be notified by the teacher as early in the school year as possible if the retention of a student is being  
10 considered.

## 11 DRIVER'S LICENSE REVOCATION

12 Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to  
13 the Department of Safety for driver's license revocation.

14 A student shall be deemed academically deficient if he/she has not received passing grades in at least three  
15 (3) full unit subjects or their equivalency at the end of semester grading.

16 A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools  
17 or his/her designee shall also be mailed to the student's parent or guardian.<sup>2</sup>

## 18 PARENT CONFERENCES

19 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers  
20 may discuss any pertinent problems or other matters of concern regarding the development and education  
21 of each student. These scheduled conferences shall not use any portion of the 180 days of classroom  
22 instruction.<sup>3</sup> The director of schools shall be responsible for scheduling and coordinating systemwide  
23 conferences.

24 Conferences shall be physically accessible to all students, parents and/or guardians.<sup>4</sup>

### 25 Legal References:

- 26 1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901  
27 2. TCA 49-6-3017; TCA 55-50-511(a)(b);  
28 TCA 55-50-512(a)(d); TCA 55-50-513  
29 3. TCA 49-6-7002  
30 4. 28 CFR § 36.201-2

### 31 Cross References:

- 32 School Calendar 1.800  
33 Section 504/ADA Grievance Procedures 1.802  
34 Grading System 4.600  
35 Time Schedules & Extra Duty 5.602  
36 Attendance 6.200

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Class Ranking

Descriptor Code:

4.602

Issued Date:

12/11/03

Rescinds:

4.703

Issued:

08/05/96

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors.

All grades earned in grades 9,10, 11 and the first semester of grade 12 except "pass/fail" and in-house credits, will be counted toward the grade point average and the rank in class.

Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.

Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.

To become valedictorian or salutatorian, a student must be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final semester. The final semester will not be used in determining class standing.

### Cross References:

Grading System 4.600

Graduation Requirements 4.605

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Promotion and Retention

Descriptor Code:

4.603

Issued Date:

12/11/03

Rescinds:

4.704

Issued:

08/05/96

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least six (6) weeks before the end of the school year.

The following factors shall be considered in making a decision on promotion and retention:<sup>1</sup>

1. *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. *Special procedures for special students.* Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
3. *Flexible placement.* Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.<sup>2</sup>
5. *Conduct.* Retention shall not be used as a disciplinary measure.
6. *Previous retention.* Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. *Grade level.* Retention shall be considered more appropriate in grades K-3.

Once the decision to retain has been made:

1. A report of each student retained shall be made to the director of schools;
2. Documentation verifying student deficiencies shall be placed in the student's record;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure.

Educational experiences for the repeated year shall be varied in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:

1. different teacher(s);
2. different techniques and strategies;
3. different materials; and
4. varying lengths of time per subject and/or physical setting in classroom.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be monitored for at least three (3) years.

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Legal References:

1. TRR/MS 0520-1-3-.05(3)(b)
2. TCA 49-2-203(b)(7); TCA 49-6-3002

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Cross References:

Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Accelerated and Advanced Credit

Descriptor Code:

4.604

Issued Date:

12/11/03

Rescinds:

4.705

Issued:

08/05/96

Students enrolled in grades 9-12 who have taken the equivalent of a high school level course in the elementary grades may earn high school credit toward graduation,<sup>1</sup> except in American History,<sup>2</sup> under the following guidelines:

1. Students will be given the appropriate comprehensive written examination as required for students in grades nine (9) through twelve (12) who earn credit for graduation;
2. The examination shall provide evidence that the students have mastered all of the terminal objectives in the applicable curriculum framework adopted by the State Board of Education and shall be scored and graded on the same scale as for students who enroll in the course for which credit is being given;
3. Students must have earned a grade of "B" or better in the elementary course in order to qualify to take the examination; and
4. Students must score a "B" or better on the examination in order to receive credit toward high school graduation.

The director of schools shall develop procedures for:

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

### Legal References:

1. TRR/MS 0520-1-3-.06(2)
2. TCA 49-6-1202



# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in November**

Descriptor Term:

## **Graduation Requirements**

Descriptor Code:

**4.605**

Revised Date:

**12/08/11**

Rescinds:

**4.706**

Issued:

**08/05/96**

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 in these areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student in grades 10, 11, and 12 during the 2009-2010 school year shall {1} achieve specified units of credit; {2} pass the required competency tests or make passing scores on the required gateway tests (English II, Algebra I and Biology);<sub>1</sub> and {3} have an opportunity to take an exit exam to assess readiness for the work place or higher education (ACT, SAT or Work Keys).<sub>2</sub>

Special education students in grades 10, 11 and 12 during the 2009-2010 school year who successfully complete their Individualized Educational Program (IEP) and pass the required gateway tests shall be awarded a regular diploma. If the student does not attain a minimum score on the gateway test, he/she shall be awarded a special education diploma upon graduation. Students in grades 10, 11 and 12 during the 2009-10 school year who have completed all graduation requirements but who have not passed the required gateway tests will be awarded a certificate of attendance.<sub>3</sub>

All students in grade 9 during the 2009-10 school year and students entering high school thereafter are subject to the new Tennessee Diploma Project requirements adopted by the State of Tennessee and must achieve a specified number of credits in order to earn a high school diploma. The Tennessee Diploma Projects adds an additional credit in math, ½ credit in physical education and ½ credit in personal finance and rescinds the gateway test requirement for students in grade 9 and below in 2010. Students who have completed all graduation requirements will be awarded a diploma.

### **STUDENT LOAD**

Under the block system students can earn up to eight (8) credits per year while in high school. To maintain athletic eligibility students must earn a minimum of six (6) units of credit per year (see Interscholastic Athletics Policy 4.301). However, to stay on track for graduation requirements it is recommended that students complete the equivalent of eight (8) credits per year through enrollment in four (4) academic courses or a combination of three (3) academic courses and one (1) band or athletic participation in both the fall and spring semesters of each year.

1. TCA 49-6-001: TRR/MS 0520-1-3-.06  
2. TRR/MS0520-1-3-.06(3)  
3. TRR/MS 0520-3-.06(1)(d)  
4. TRR/MS 0520-1-3-.03(6)

#### **Cross References:**

Basic Curriculum Program 4.201  
Class Ranking 4.602

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Graduation Activities

Descriptor Code:

4.606

Issued Date:

12/11/03

Rescinds:

4.707

Issued:

08/05/96

Students who have met all graduation requirements on the day of graduation and students who are within two (2) or fewer credits of meeting all requirements<sup>1</sup> and can complete the requirements during the summer may participate in graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to the Board prior to graduation activities.

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced price lunches.<sup>2</sup> In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expenses of graduation apparel if it consists only of the student's personal clothing. All other graduation expenses shall be the responsibility of the Board.

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

Students who do not wish to participate in graduation activities shall make this known to the school principal at least five (5) days prior to the day of graduation. Non-participating students will receive their diplomas, or certificates, from the principal's office on the day following graduation ceremonies.

There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, will be used for such activities.<sup>4</sup>

### Legal References:

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201-2
4. *Lee v. Weisman*, 505 U.S. 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)

### Cross References:

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

# Wayne County Board of Education

Monitoring Review: Annually In November	Descriptor Term: <b>Wayne County Schools High School Honors/Distinction Policy</b>	Descriptor Code: <b>4.607</b>	Revised Date:
		New Policy	Issued: <b>09/13/12</b>

## GRADUATING WITH DISTINCTION

As taken from the Tennessee Diploma Project and the TN High School Transition Policy FAQ, students will be recognized as "Graduating with Distinction" by attaining a B average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcribed postsecondary credit

## GRADUATING WITH HONORS

As taken from the Tennessee Diploma Project and the TN High School Transition Policy FAQ, students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will be recognized as "Graduating with Honors." The ACT benchmarks are as follows:

- English 18
- Math 22
- Reading 21
- Science 24

In addition to the ACT benchmarks, the Wayne County School System will also recognize any students achieving an ACT composite score of 22 or better by allowing them to graduate with honors as well.

At Collinwood High School, Frank Hughes School, and Wayne County High School's graduation ceremonies, honors graduates will have the opportunity to wear stoles or cords and be noted in the graduation program as "Graduating with Honors." Also at the three schools, students graduating with distinction will wear an honors stole or cords and be noted in the graduating program as "Graduating with Distinction."

## Legal References:

1. TN Diploma Project
2. TN High School Transition Policy FAQ

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Testing Programs

Descriptor Code:

4.700

Issued Date:

12/11/03

Rescinds:

4.800

Issued:

08/05/96

The Board shall provide for a systemwide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.<sup>3</sup>

In addition to such achievement, competency or end-of-course tests as required by the Board and the State Board of Education,<sup>3</sup> students must attain a minimum score on the required gateway exams. Students will have additional opportunities to retake any of the gateway tests in which the minimum score was not obtained and students shall be provided remediation through before or after school tutoring and/or summer school.

Other tests may be given as requested by students, teachers or parents when approved by the principal.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.<sup>4</sup>

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Legal References:

1. TCA 49-10-108
2. 20 USCA 1232 g(h)
3. TRR/MS 0520-1-3-.03(9)
4. TCA 10-7-504

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Cross References:

Student Psychological Services 6.406  
Student Records 6.600

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Maintaining Test Security</b>	Descriptor Code: <b>4.701</b>  Rescinds: <b>4.801</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 Annually, the Board of Education will designate a system testing coordinator who shall be responsible  
2 for administering, monitoring and maintaining security of all tests to be administered within the school  
3 system. The principal of each school shall serve as or designate a building testing coordinator who shall  
4 be responsible for the administering, monitoring and maintaining security of all tests given in his/her  
5 school. Test security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup>

6  
7 Testing coordinators, test administrators and proctors may be required to sign a statement that the security  
8 measures and testing procedures were followed.<sup>2</sup>

9  
10 The director of schools shall report within 24 hours a breach of security to the State Department of  
11 Education Office of Accountability and any testing irregularity to the Division of State Testing. In any  
12 class, grade, and/or school where a security breach is strongly suspected or verified, central office staff  
13 will be present during subsequent administration of tests for a period of two years.

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35 Legal Reference:

- 36 1. TRR/MS 0520-1-3-.03(9)  
37 2. TCA 49-1-607  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Evaluation of Instructional Program

Descriptor Code:

4.702

Issued Date:

12/11/03

Rescinds:

Issued:

The purposes of evaluation of instruction will be:

1. To indicate instructional strengths and weaknesses;
2. To provide information needed for future planning;
3. To provide data for public information;
4. To show the relationship between achievement and the school system's stated goals; and
5. To assess the suitability of the instructional program in terms of community requirements.

A continuing evaluation will be conducted at the school and system-wide level. The needs indicated by this evaluation will be listed on a priority basis and school improvement programs will be aimed at meeting these needs. Supervisors of the various instructional programs will report to the Board annually.

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### Cross References:

School District Goals & Objectives 1.700  
Curriculum Development 4.200  
Evaluation 5.109

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Controversial Issues</b>	Descriptor Code: <b>4.800</b>  Rescinds: <b>4.900</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The discussion of issues in the classroom which are politically, philosophically or socially controversial  
2 shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the  
3 age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the  
4 discipline of the school.

5  
6 To ensure that controversial issues are presented and discussed fairly and objectively and with instruction  
7 as their goal, the following guidelines shall be observed:

- 8  
9 1. All personnel will seek to create an atmosphere in which differences of opinion can be voiced  
10 without fear and hostility and with mutual respect for all viewpoints;
- 11  
12 2. Teachers will encourage students to withhold judgment and to avoid making of conclusions until  
13 all relevant and significant facts have been assembled, critically examined, and checked for  
14 accuracy;
- 15  
16 3. Teachers will seek to develop in students a sense of responsibility for their beliefs, opinions,  
17 attitudes and actions;
- 18  
19 4. Teachers shall place major emphasis upon "why" and "how" to think rather than "what" to think;  
20 and
- 21  
22 5. If the subject matter being taught involves conflicting opinions, theories, or schools of thought,  
23 the teacher will ensure that differing sides of an issue are explored in order to help students develop  
24 their own critical faculties.

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Cross Reference:

Staff Rights and Responsibilities 5.600



# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Controversial Materials</b>	Descriptor Code: <b>4.801</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>4.901</b>	Issued: <b>08/05/96</b>

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate  
2 in an activity.<sup>1</sup> If the request to the teacher is denied then a written request may be submitted on the  
3 appropriate form to the principal.

4  
5 No student who is granted such a request shall be penalized academically for his/her failure to participate  
6 in an activity, read a book or use certain materials.

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8 The final decision concerning the use of controversial materials shall rest with the Board.  
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33 Legal Reference:

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35 1. TCA 49-6-1001  
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Cross References:

Textbook Selection, Distribution and Care 4.401  
Selection of Instructional Materials 4.402  
Reconsideration of Instructional Materials 4.403  
Use of the Internet 4.406  
Web Pages 4.407

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Student Equal Access (Limited Public Forum)

Descriptor Code:

4.802

Issued Date:

12/11/03

Rescinds:

Issued:

Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate noncurriculum-related meetings regardless of the religious or political nature of the meetings.<sup>1,2,3</sup>

No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space. Groups meeting under this policy shall be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if from the application he determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the government or its agents or employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Nonschool persons will not direct, control or regularly attend.

### Legal References:

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904

### Cross References:

Recognition of Religious Beliefs 4.803  
Prayer and Period of Silence 4.805

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in November

## Recognition of Religious Beliefs, Customs & Holidays

4.803

12/11/03

Rescinds:

4.902

Issued:

08/05/96

No religious belief or nonbelief shall be promoted by the school system or its employees, and none shall be belittled. All students and staff members shall be tolerant of each other's views. The school system shall use its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs.<sup>1</sup> In that spirit of tolerance, students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

### RELIGIOUS HOLIDAYS

Observance of religious holidays<sup>2</sup> shall be as follows:

1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;<sup>3</sup>
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature; and
5. The school district's calendar shall be prepared so as to minimize conflicts with religious holidays of all faiths.

#### Legal References:

1. TCA 49-6-2901-2906; State Board of Education Guidelines-  
Recitation of the Pledge of Allegiance
2. *Floreys v. Sioux Falls*, 619 F. 2d 1311 (1980);  
*Washegesic v. Bloomindale Public Schools* 813 F. Supp. 559 (1993)
3. TCA 49-6-3016

#### Cross References:

Student Equal Access 4.802  
Staff Rights and Responsibilities 5.600  
Attendance 6.200

# Wayne County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Religion in the Curriculum</b>	Descriptor Code: <b>4.804</b>  Rescinds: <b>4.903</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 It is essential that the teaching *about* religion—and not *of* a religion be conducted in a factual, objective  
2 and respectful manner in accordance with the following guidelines:

- 3  
4 1. Music, art, literature, or drama with a religious theme or basis is permitted as part of the curriculum  
5 for school-sponsored activities and programs provided it is essential to the learning experience in  
6 the various fields of study and is presented objectively;
- 7  
8 2. The emphasis on religious themes in the arts, literature and history should be only as extensive  
9 as necessary for a balanced and comprehensive study of these areas. Such studies shall never foster  
10 any particular religious tenets or demean any religious beliefs; and
- 11  
12 3. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs  
13 about a religious theme shall be accommodated. For example, students are free to express religious  
14 belief or non-belief in compositions, art forms, music, speech and debate.

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## Cross References:

Basic Curriculum Program 4.201

Staff Rights & Responsibilities 5.600

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in November

## Prayer and Period of Silence

**4.805**

**12/11/03**

Rescinds:

**4.904**

Issued:

**08/05/96**

1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school-  
2 directed activity<sup>1</sup>, but a period of silence <sup>2</sup> shall be observed.

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4 The teacher of the first class of each day shall call the students to order and announce that a moment of  
5 silence is to be observed. No other action shall be taken by a teacher other than to maintain silence for  
6 the full time.  
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### Legal References:

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35 1. *Lee v. Weisman*, 505 U.S. 112 S. Ct.2649, 120 L. Ed.2d 467 (1992)  
36 2. TCA 49-6-1004; USCA 20 § 7904  
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### Cross Reference:

Student Equal Access 4.802

# Wayne County Board of Education

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## 5 – PERSONNEL

Descriptor Code	Policy Title	Issued Date
<b>Employment Practices</b>		
5.100	Personnel Goals	12/11/03
5.101	Line and Staff Relations	12/11/03
5.102	Personnel Classification and Qualification	12/11/03
5.103	Job Descriptions	12/11/03
5.104	Equal Opportunity Employment	12/11/03
5.105	Recruitment	12/11/03
5.1061	Application and Employment	09/09/10
5.107	Orientation and Probation	12/11/03
5.108	Supervision	12/11/03
5.1091	Evaluation	02/09/12
5.1101	Compensation Guides and Contracts	09/09/10
5.111	Utilization of Career Level Educators	12/11/03
5.112	Extended Contracts	12/11/03
5.113	In-Service and Staff Development Opportunities	12/11/03
5.114	Personnel Records	12/11/03
5.1141	Teacher Effect Data	12/11/03
5.115	Assignment/Transfer	12/11/03
5.116	Staff Positions	12/11/03
	Creation of Positions	
	Reduction in Force	
5.1171	Procedure for Granting Tenure	02/09/12
<b>Separation Practices</b>		
5.200	Suspension/Dismissal of Non-Tenured Teachers	12/11/03
5.201	Suspension/Dismissal of Tenured Teachers	12/11/03
5.202	Suspension/Dismissal of Non-Certified Employees	02/09/12
5.203	Nonrenewal	02/09/12
5.204	Resignation	12/11/03
5.205	Retirement	12/11/03

# Wayne County Board of Education

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## **Employee Leaves**

5.300	Short Term Leaves of Absence	12/11/03
5.301	Emergency and Legal Leave	12/11/03
5.302	Sick Leave	12/11/03
5.3021	Sick Leave Bank	12/11/03
5.303	Personal and Professional Leave	12/11/03
5.304	Long Term Leaves of Absence	12/11/03
5.305	Family and Medical Leave	12/11/03
5.306	Military Leave	12/11/03
5.307	Physical Assault Leave	12/11/03
5.308	Sabbatical Leave	12/11/03
5.309	Legislative Leave	12/11/03
5.310	Vacations and Holidays	12/11/03

## **Employee Health Practices**

5.400	Health Examinations/Communicable Diseases	12/11/03
5.401	Acquired Immune Deficiency Syndrome	12/11/03
5.402	Hepatitis B	12/11/03
5.403	Drug and Alcohol Testing	12/11/03

## **Grievances**

5.500	Discrimination/Harassment	12/11/03
5.501	Complaints and Grievances	12/11/03
5.502	Complaints about School Personnel	12/11/03

## **Employee Rights and Responsibilities**

5.600	Staff Rights and Responsibilities	12/11/03
5.601	Staff Conflicts of Interest	12/11/03
5.602	Time Schedules and Extra Duty	12/11/03
5.603	Staff Meetings	12/11/03
5.604	Overtime Pay	12/11/03
5.605	Staff Gifts and Solicitations	12/11/03
5.606	Staff Community Relations	12/11/03
5.607	Non-School Employment	12/11/03
5.608	Tutoring for Pay	12/11/03
5.610	Staff-Student Relations	12/11/03

# Wayne County Board of Education

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## **Temporary Personnel**

5.700	Interim Employees	12/11/03
5.701	Substitute Teachers	12/11/03
5.702	Student Teachers	12/11/03

## **Recruitment and Employment of the Director of Schools**

5.800	Director of Schools	12/11/03
5.801	Recruitment and Selection	12/11/03
5.802	Qualifications/Duties	12/11/03
5.803	Evaluation of the Director of Schools	12/11/03



# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in February

## Personnel Goals

5.100

12/11/03

Rescinds:

5.100

Issued:

08/05/96

Through its personnel policies, the Board shall establish a school environment that will attract and maintain the best qualified person whose mission will be to provide the best possible learning opportunities for the students. The Board's goals are:

1. To ensure that the best qualified personnel are recruited and employed to staff the school system;
2. To provide staff compensation, benefits and working environment sufficient to attract and retain qualified employees;
3. To provide an in-service training program for all employees to improve their performance;
4. To conduct an evaluation program that will contribute to the continuous improvement of staff performance; and
5. To ensure that personnel are assigned so that they are utilized as effectively as possible.

Cross Reference:

School District Goals 1.700

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Line and Staff Relations</b>	Descriptor Code: <b>5.101</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.102</b>	Issued: <b>08/05/96</b>

1 The director of schools shall establish lines of authority which shall be approved by the Board and shown  
2 on the system organization chart.

3  
4 All personnel are expected to keep the person to whom they are immediately responsible informed of their  
5 activities and shall refer matters requiring administrative action to the administrator to whom they are  
6 responsible. That administrator shall refer such matters to the next higher administrative authority when  
7 necessary.  
8

9 All personnel shall have the right to appeal any decision made by an administrative officer through  
10 grievance procedures established through board policy.  
11

12 Lines of authority do not restrict the cooperative, sensible working together of all staff members at all  
13 levels. The established lines of authority represent direction of authority and responsibility and avenues  
14 for a two-way flow of ideas to improve the program and operations of the school system.  
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Cross References:

Assignment/Transfer 5.115  
Complaints and Grievances 5.501

# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Classification and Qualifications</b>	Descriptor Code: <b>5.102</b>  Rescinds: <b>5.103</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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## ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the director of schools shall determine.

## PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status requires certification in accordance with the rules and regulations of the State Board of Education. <sup>1</sup>

## SUPPORT PERSONNEL

The support staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Support personnel include the following employees: bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, instructional assistants and transportation employees.

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### Legal References:

1. TCA 49-5-501(10); TCA 49-5-606(11)

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in February

## Job Descriptions

5.103

12/11/03

Rescinds:

5.104

Issued:

08/05/96

The Board will approve the broad purpose and function of the position in accord with state laws and state regulations, approve a statement of duties as recommended by the director of schools, and delegate to the director of schools the task or writing, or causing to be written, a job description for the position.

A copy of each job description shall be provided to the employee, the immediate supervisor and included in the employee's personnel record. A copy of all job descriptions shall be maintained in the director of schools' office. Job descriptions shall be used as guides in annual employee evaluations.

The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

### Cross References:

Evaluation 5.109

Qualifications/Duties of the Director of Schools 5.802

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in February**

Descriptor Term:

**Equal Opportunity Employment**

Descriptor Code:

**5.104**

Issued Date:

**12/11/03**

Rescinds:

**5.105**

Issued:

**08/05/96**

1 Opportunity for employment, as well as continuation and advancement in employment, shall be afforded  
2 equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with  
3 disabilities or veteran status with regard only for qualifications for the positions involved. <sup>1,2</sup>  
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34 Legal References:

- 35 1. U.S. Constitution, Amendment XIV; Title VII,  
36 Civil Rights Act of 1964;  
37 Title VI, Civil Rights Act of 1964; Title IX,  
38 Education Amendments of 1972; Age Discrimination Act of 1967;  
39 Section 504 of Rehabilitation Act of 1973  
40 2. Public Law 101-336; 42 U. S.C. 12112  
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Cross References:

Section 504/ADA Grievance Procedures 1.802  
Discrimination/Harassment 5.500  
Complaints and Grievances 5.501

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Recruitment of Employees</b>	Descriptor Code: <b>5.105</b>  Rescinds: <b>5.106</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The authorization of all school system positions rests with the Board. Personnel employment shall be  
2 within the discretion of the director of schools. <sup>1</sup>

3  
4 The director of schools is responsible for the development of a program for the recruitment of licensed  
5 personnel.<sup>2</sup>

6  
7 Identification of personnel needs shall be the responsibility of the director of schools, supervisors, and  
8 building principal. Effort shall be made to include representation of academic and professional experience,  
9 age, ethnic backgrounds, race and sex.

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11 Vacancies will be advertised locally and through the closest placement offices. A deadline for receiving  
12 applications will be established and disseminated with the vacancy notice.  
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34 Legal Reference:

- 35 1. TCA 49-2-301 (b)(1)(EE)  
36 2. TRR/MS 0520-1-2-.14  
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Cross Reference:

Staff Positions 5.116

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>APPLICATION AND EMPLOYMENT</b>	Descriptor Code: <b>5.1061</b>	Issued Date: <b>9/9/10</b>
		Rescinds: <b>5.106</b>	Issued: <b>12/11/03</b>

## Application

An individual desiring a position with the Board shall make application to the director of schools on forms approved by the Board.<sup>1</sup> In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children

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

Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants shall be paid by the applicant the first time such applicant applies for a position with the Board.

The Board assigns to the director of schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.<sup>2</sup>

### Professional Employees

The application must include a transcript of credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.<sup>1</sup>

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;<sup>3</sup>
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;<sup>4</sup>
3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;<sup>5</sup>
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;<sup>1</sup> or
5. Who does not receive a satisfactory background check.<sup>1</sup>

*Support Employees*

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;<sup>4</sup>
2. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>6</sup> or
3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.<sup>1</sup>

**EMPLOYMENT***Professional Employees*

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants.<sup>7</sup>

*Initial Employment*

Upon initial employment, the director of schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.<sup>1</sup>

*Support Employees*

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants. The contract of each support employee shall contain a statement regarding the required ninety (90) day probationary period.

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Legal Reference:

1. TCA 49-5-406
2. TCA 49-5-406(a); TCA 49-5-413(b)
3. TCA 49-5-403; TCA 49-5-101
4. TCA 49-5-404; TRR/MS 0520-1-3-.08(2)(f)
5. TCA 49-5-405
6. Immigration Reform and Control Act of 1986
7. TCA 49-2-301(b)(1)(J)(L)(EE); TCA 49-2-303(b)(3)

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Cross References:

Orientation and Probation 5.107  
Compensation Guides & Contracts 5.110



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in February

Descriptor Term:

## Orientation and Probation

Descriptor Code:

5.107

Issued Date:

12/11/03

Rescinds:

5.108

Issued:

08/05/96

### ORIENTATION

All staff members, including administrative and supervisory personnel, new to the school system will be engaged in an orientation program prior to the beginning of the academic school year.

### PROBATION OF SUPPORT PERSONNEL

A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been rehired following a break in service.

**Purpose** - The probationary period shall be used to allow the immediate supervisor to closely observe and evaluate the employee, and to encourage effective adjustment to the position.

**Evaluation** - Newly hired non-licensed support personnel shall be evaluated once during the probationary period to aid in improving the employee's performance.

**Conditions of Employment** - The following shall apply during the probationary period:

#### *Accumulation of and use of sick leave and vacation days*

1. Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period.
2. Holidays for probationary employees will follow the same procedures as for regular employees.

#### *Retirement*

Newly hired employees are eligible for membership in the Tennessee Consolidated Retirement System.

#### *Transfer*

A probationary employee shall not be allowed to submit a request for voluntary transfer during the probationary period.

Cross Reference:

Evaluation 5.109

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Supervision</b>	Descriptor Code: <b>5.108</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.109</b>	Issued: <b>08/05/96</b>

Supervision of administrative and supervisory personnel shall be provided by the director of schools.

Apprentice teachers shall be assisted by supervising teachers in the development of competencies required by the Board.<sup>1</sup>

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor and director of schools' office share the responsibility for providing desirable orientation experience for newly hired employees. Periodic training sessions may be provided for employees or employee groups as deemed necessary.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

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Legal Reference:

1. TCA 49-6-3004(c)(2)

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Cross References:

Nepotism 1.108  
Line and Staff Relations 5.101  
Job Descriptions 5.103  
Staff Positions 5.116

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in February**

Descriptor Term:

**Evaluation**

Descriptor Code:

**5.1091**

Revised Date:

**02/09/12**

Rescinds:

**5.109**

Issued:

**12/11/03**

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the director of schools and administrative and supervisory personnel.

The Board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluation support personnel.

The director of schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

## **LICENSED TEACHING PERSONNEL**

The Board adopts the State evaluation model. The director shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the director shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.<sup>1/2</sup>

### ***Local Level Grievance Procedure***

The director of schools shall develop procedures, consistent with State law, for processing evaluation grievances.<sup>3</sup>

## **NON-LICENSED PERSONNEL**

Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation period (up to 90 days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Support personnel employed for more than one (1) year shall be evaluated at least once a year.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

#### Legal References:

1. TRR/MS 0520-2-.1-.01
2. TRR/MS 0520-2-.02
3. Tennessee State Board of Education Teacher and Principal Evaluation Policy

#### Cross References:

- Job Descriptions 5.103  
Orientation and Probation 5.107

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.1101</b>	Issued Date: <b>9/9/10</b>
		Rescinds: <b>5.110</b>	Issued: <b>12/11/03</b>

1 All personnel must make a written contract with the Board at a fixed salary per month before entering their  
2 duties.<sup>1</sup>

3  
4 The director of schools shall establish the salary rating of each person employed and shall recommend  
5 such salary rating to the Board for its approval.<sup>2</sup>

6  
7 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No  
8 payment to any employee for service performed on behalf of the school system shall be made from any  
9 source other than the Board.<sup>3</sup>

10  
11 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)  
12 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each  
13 contract shall provide;<sup>4</sup>

- 14 1. A minimum of one hundred and eighty (180) working days;
- 15 2. A minimum of five (5) days for in-service education;
- 16 3. Ten (10) vacation days; and
- 17 4. Five (5) days as designated by the Board (teachers shall use at least one (1) day for parent-  
18 teacher conferences.)<sup>4</sup>

19  
20  
21 The school calendar adopted by the Board each year shall become part of each employee's contract.

22  
23 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided  
24 the revenue is deposited with and salaries paid through the Board. This includes donations or  
25 contributions from individual, civic or other non-school related sources of funds from individual school  
26 activity funds, such as gate receipts and concessions.<sup>1,5</sup>

## Legal Reference

- 35 1. TCA 49-2-203(a)(1); TCA 49-5-408
- 36 2. TCA 49-5-402
- 37 3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203 (a)(1)
- 38 4. TCA 49-6-3004
- 39 5. TCA 49-6-2006: *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

## Cross References:

School Calendar 1.8000  
Revenues 2.400  
Payroll Procedures 2.802  
Salary Deductions 2.803

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Utilization of Career Level Educators</b>	Descriptor Code: <b>5.111</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.114</b>	Issued: <b>08/05/96</b>

1 The director of schools shall be responsible for developing a plan for utilizing Career Level educators  
2 beyond their regular responsibilities,<sup>1</sup> and to ensure that local responsibilities are exercised.

3  
4 All Career Level employees shall perform the duties approved by the Board and consistent with state law  
5 and state policy.<sup>2</sup> Responsibilities of Career Level educators who are working additional months shall  
6 be over and above the responsibilities which they ordinarily have under a ten (10) month contract.

7  
8 Each employee assigned additional work under the Career Ladder program will work under the supervi-  
9 sion of a person designated by the Board. If more than one employee is working on the project, one may  
10 be designated by the Board as project director responsible for supervising the other employees in the  
11 program.

12  
13 Current 11- or 12-month teachers who become Level II or III educators or administrators and supervisors  
14 who become Level II or III educators shall be eligible for the meritorious portion of the supplement  
15 provided through the Comprehensive Education Reform Act.

16  
17 The Board considers ten (10) days away from regular duties for evaluative purposes to be a maximum  
18 for Career Level III personnel. However, the Board will cooperate with the state and will consider requests  
19 for use of Career Level III personnel for more than ten (10) days a year on a case-to-case basis.<sup>3</sup> Such  
20 requests will be approved by the Board upon recommendation of the director of schools. The director of  
21 schools is empowered to grant such permission if time does not permit Board consideration. However,  
22 the director of schools will report each request for use of a Career Level III employee for more than ten  
23 (10) days to the Board at its next regular meeting.

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Legal References:

- 34  
35 1. TCA 49-5-5209(b)(1)(H)  
36 2. TCA 49-5-5206; TCA 49-5-5207; TCA 49-5-5208; TCA 49-5-5209; TCA 49-5-5304; TCA 49-5-5305; TCA 49-5-5306  
37 3. TCA 49-5-5208; TCA 49-5-5306; TCA 49-5-5406  
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Extended Contracts</b>	Descriptor Code:  <b>5.112</b>	Issued Date:  <b>12/11/03</b>
		Rescinds:	Issued:

1 Annually, the director of schools shall be responsible for conducting a needs assessment to determine the  
2 focus of extended contract activities. The needs assessment shall be conducted by an extended contract  
3 committee, which shall advise on or certify to the need for specific programs served through extended  
4 contracts. The committees shall consist of teachers and administrators, Career Level III and II teachers  
5 where possible, as determined by the Board.<sup>1</sup>

6  
7 Extended contract opportunities shall be available to all educators, provided Career Level III and II  
8 educators are given priority of opportunity.<sup>1</sup>

9  
10 The director of schools shall be responsible for devising a plan for Board approval consistent with the  
11 needs assessment. The plan shall include as a minimum:

- 12  
13 1. A description of each program and a discussion of the benefits of the program as required by state  
14 law;<sup>1</sup>
- 15 2. Time frames within which the program(s) will be operated;<sup>1</sup>
- 16 3. The number of students who will benefit from the program;
- 17 4. A list of additional duties which may be assigned to Career Level educators at each Career Level;
- 18 5. The number and special qualifications of employees desired for each program; and
- 19 6. Local costs to be involved in the program.

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34 Legal Reference:

35 F. TCA 49-5-5209

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37 Cross References:

38 Summer School 4.204  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>In-Service and Staff Development Opportunities</b>	Descriptor Code: <b>5.113</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.115</b>	Issued: <b>08/05/96</b>

## IN-SERVICE EDUCATION

In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.<sup>1</sup>

### *Administrative and Supervisory Employees*

These employees shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

Each principal and administrator shall be required to attend the principal-administrator academy for instruction at least once every five (5) years.<sup>2</sup>

### *Professional Employees*

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.<sup>1</sup>

In-service credit shall not be given while performing duties which are required as part of regular teaching assignments.

### *Support Personnel*

The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the director of schools without loss of pay to the employee.

## STAFF DEVELOPMENT PROGRAM

Staff development programs and activities shall reflect the National Standards for Staff Development and shall reflect the needs identified in school improvement plans.

The Board may pay expenses of selected personnel who participate in the training sessions conducted by the State Department of Education.

1 The director of schools shall involve central office personnel and staff development trainers in developing  
2 the system-wide staff development program and schedule and shall recommend it to the Board for  
3 approval.  
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41 Legal References:

- 42 1. State Department of Education Guidelines for  
43 Planning Approvable In-service Education Activities  
44 TCA 49-1-214; TCA 49-6-3004(c)(1)
- 45 2. TCA 49-5-5703 (a)

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Cross References:

School Calendar 1.800  
Curriculum Development 4.200  
Reporting Student Progress 4.601



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.116</b>	Issued: <b>08/05/96</b>

1 The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit  
2 inspection of the same, except for matters deemed confidential by law. The following personnel records  
3 shall be maintained for all employees as appropriate:

- 4
- 5 1. Employee applications and contracts;
- 6 2. Professional certificates and other documents required by state and federal laws and regulations;<sup>1</sup>
- 7 3. Evaluations;
- 8 4. Cumulative information files; and
- 9 5. INS Form I-9.<sup>2</sup>

10  
11  
12 The following guidelines shall be followed:

- 13
- 14 1. Information contained in personnel records shall be limited to job-related matters;
- 15 2. The director of schools shall be responsible for notifying all employees of the types of records kept
- 16 and uses made of such records;
- 17 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 18 4. Employee records are public records, except for matters deemed confidential by law, and shall be
- 19 open for inspection during regular business hours;<sup>3</sup>
- 20 5. In accordance with federal law, the district shall release information regarding the professional
- 21 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents
- 22 upon request for any teacher or paraprofessional who is employed by a school receiving Title
- 23 I funds and who provides instruction to their child at that school.<sup>4</sup>
- 24 6. Members of the public may not obtain an employee's unpublished telephone number, bank
- 25 account information, social security number or driver license information except where
- 26 driving or operating a vehicle is considered to be a part of the employee's duties, unless release
- 27 of this information is expressly authorized by the employee.<sup>5</sup>
- 28 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 29 8. Copies of records may be made under rules determined by the director of schools.<sup>6</sup>
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## 34 Legal References:

- 35 1. TCA 49-2-301(b)(1)(BB)
- 36 2. Immigration Reform and Control Act of 1986
- 37 3. TCA 49-2-301(b)(1)(CC); TCA 10-7-503—504
- 38 4. 20 U.S.C. 6311 § 1111 (6)(A)
- 39 5. TCA 10-7-504
- 40 6. TCA 10-7-506; TCA 8-5-108
- 41

## Cross Reference:

School Board Records 1.407

# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Teacher Effect Data</b>	Descriptor Code: <b>5.1141</b>  Rescinds:	Issued Date: <b>12/11/03</b>  Issued:
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1 The estimates of specific teacher effects on the educational progress of students will not be a public record  
2 and will be made available only to the specific teacher and the teacher's appropriate administrators as  
3 designated by the Board.<sup>1</sup> Designated appropriate administrators will be the principal of each respective  
4 school and the director of schools.  
5

6 The guidelines for distribution, security and application<sup>2</sup> of the teacher effect data will kept on file in the  
7 central office and will be given to the teacher, the assigned administrator and all school board members and  
8 shall become an administrative procedure to be up-dated as needed by the director of schools.  
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## Legal References:

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- 35 1. TCA 49-1-606(b)
  - 36 2. *Guidelines for the Distribution, Security and Application of TVAAS Teacher Effect Data*, State Board Guidelines 1996.
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Assignment/Transfer</b>	Descriptor Code: <b>5.115</b>  Rescinds: <b>5.117/5.118</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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## 1    **ASSIGNMENT**

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3    The director of schools shall assign personnel to the various schools or departments by May 15 for licensed  
4    personnel and by June 15 for non-licensed personnel preceding the school year for which such persons  
5    are employed while allowing each principal or immediate supervisor to assign more specific responsibilities  
6    within each school.<sup>1</sup>

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

11  
12   Extra assignments for which supplements are provided and upon which initial employment was based may  
13   not be relinquished in part by the employee without the approval of the person making the assignment.  
14   Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

## 15    **TRANSFER (to move from one school or administrative unit to another)**

16  
17  
18   The director of schools shall transfer employees as necessary for efficient operation of the schools.<sup>2</sup>  
19   Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is  
20   responsible for developing and disseminating procedures for transfer.

21  
22   All employees transferred shall receive written notification of the transfer with reason(s) prior to the  
23   transfer.

24  
25   If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies  
26   and when feasible, a reasonable opportunity to improve.

27  
28   Individual members of the Board shall be notified of transfers five (5) business days in advance of the  
29   transfer whenever practical or as soon as possible thereafter.

30  
31   Transfers made in accordance with board policy, state law and any negotiated contract are final..  
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**REASSIGNMENT (to move to another assignment within the same school or administrative unit)**

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

Reassignments shall be made by the employee's immediate supervisor with approval by the director of schools.

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**Legal Reference:**

1. TCA 49-2-301 (b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510;  
OP Tenn. Atty. Gen. 98-164 (August 24, 1998);  
TCA 49-2-303

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**Cross References:**

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

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Staff Positions</b>	Descriptor Code: <b>5.116</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.201</b>	Issued: <b>08/05/96</b>

## 1 CREATION OF POSITION

2  
3 All staff positions shall be approved through the budget process in accordance with an organizational plan  
4 submitted by the director of schools.<sup>1</sup> Before an additional position is established, the director of schools  
5 will present to the Board a job description, qualifications, performance responsibilities and the method by  
6 which the performance of these responsibilities will be evaluated.

7  
8 The director of schools may revise the organizational plan as long as budgetary amounts are not exceeded  
9 and board policy is not violated. In the event of reorganization, the director of schools will adhere to all  
10 applicable reduction in force guidelines and will inform, in a timely manner, each member of the board  
11 of the change and include the change in the director's report at the next board meeting. If change in  
12 personnel creates additional encumbrance on a future budget, prior approval of the Board is required.

## 13 REDUCTION IN FORCE

14  
15  
16 When it becomes necessary to reduce the number of positions in the system because of a decrease in  
17 enrollment or for other good reasons, the Board shall abolish the positions. The Board or the director of  
18 schools, as appropriate, shall dismiss such employees as may be necessary.<sup>2</sup>

## 19 Licensed Personnel

20  
21  
22 Reductions in staff will be made according to which have the least detrimental effect on children. In  
23 general, this objective dictates a staff reduction policy which:

- 24  
25 1. Retains the most effective teachers;  
26 2. Avoids undue increases in class size; and  
27 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

28  
29 The elimination of a position does not necessarily mean the person occupying the position will be  
30 dismissed. When an employee is released, it is the responsibility of the director to make a recommendation  
31 to the Board about which employee shall be released and to justify the recommendation based upon a  
32 composite of the following criteria:

- 33  
34 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher  
35 evaluation;  
36  
37 2. Adaptability to other assignments (academic and extracurricular);  
38  
39 3. Evidence of professional growth as well as specialized or advanced training;  
40  
41 4. Previous history of grade levels and subject areas taught; and

5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

#### **Non-Licensed Personnel**

When a non-licensed employee is released because of a reduction in the number of support positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.<sup>3</sup>

The contract of each non-licensed employee shall contain a statement regarding the reduction in force policy.

#### **RECALL**

The director of schools shall maintain a preferred re-employment list for tenured teachers whose position is abolished.<sup>3</sup> The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.<sup>2</sup>

It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses the offer of a comparable position will be removed from the preferred list.<sup>4</sup>

Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes to remain on the preferred list for re-employment after the second year shall notify the director of schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the preferred list for re-employment.<sup>4</sup>

Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff.

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#### **Legal References:**

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)

2. TCA 49-5-409(d); TCA 49-2-301 (b)(1)(EE)

3. TCA 49-5-511(b)(1)

4. TCA 49-5-511(b)(4)

# Wayne County Board of Education

Monitoring:  
**Review: Annually,  
in February**

Descriptor Term:  
**Procedure for Granting  
Tenure**

Descriptor Code:  
**5.1171**

Revised Date:  
**02/09/12**

Rescinds:  
**5.117**

Issued:  
**12/11/03**

The Board of Education will grant tenure only to those teachers who can present documentation of a record of excellence as a teacher and who are determined by State guidelines to be considered a "highly qualified" teacher or those making appropriate progress toward achieving that status. The director of schools is responsible for documenting and presenting the recommendation for tenure<sub>1</sub> to the Board of Education.

Documentation of a record of excellence in teaching must include:

1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators.
2. Specific evidence of effectiveness in teaching students, which could include test scores, And the annual estimate of teacher effect on student progress.
3. Record of attendance.
4. Principal recommendation.
5. Other indicators of effectiveness may be included:

Effective July 1, 2011, teachers shall meet the following requirements prior to becoming eligible for tenure status:

1. Served five (5) school years or not less than forty-five (45) months within a seven-year period as a probationary teacher, and
2. Received evaluations demonstrating an overall performance effectiveness level on "above expectations" or "significantly above expectations" provided by the evaluation guidelines adopted by the state board of education pursuant to TCA 49-1-302, during the last two (2) years of the teacher's probationary period.

The following additional guidelines will apply:

1. The decision to grant tenure is solely within the discretion of the Board of Education.
2. The director of schools will recommend persons eligible for tenure at a board meeting in ample time for the director of schools to provide notice of non-renewal to each teacher not granted tenure prior to June 15 of the year of eligibility.
3. Only those teachers who receive a majority vote of the membership of the Board will be granted tenure.

## Teacher Returning to Employment

Effective, July 1, 2011, a teacher who has attained tenure status in an LEA, whether that was before July 1, 2011, or after, and later resigns from the LEA shall serve a two-year probationary period upon reemployment by the LEA, unless the probationary period is waived by the board of education upon request of the director of schools. Upon completion of the two-year probationary period, the teacher shall be eligible for tenure and shall either be recommended by the director of schools for tenure or non-renewed; provided, however, that the teacher cannot be continued in employment if tenure is not granted by the board of education.

1. Tenn. Code Ann. § 49-5-501

2. Tenn. Code Ann. § 49-5-503



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Suspension/Dismissal of Non-tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.203</b>	Issued: <b>08/05/96</b>

## SUSPENSION

A director of schools/designee may suspend a non-tenured teacher at any time when deemed necessary.<sup>1</sup> Before an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

Under no circumstances shall a director of schools suspend a non-tenured teacher with pay. If reinstated, the nontenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

## DISMISSAL

The director of schools may dismiss any non-tenured teacher **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect of duty after giving the nontenured teacher, in writing, due notice of the charges.

The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.<sup>2</sup>

## PERSONNEL HEARINGS

The Board will appoint an impartial Personnel Hearing Officer to conduct such hearings. The Personnel Hearing Officer will hear the case and the employee shall have the right to:

1. be represented by counsel;
2. call and subpoena witnesses;
3. examine all witnesses; and
4. require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing. The employee may appeal the decision to the Board within ten (10) working days of the Personnel Hearing Officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the director of schools. Within twenty (20) days on receipt of notice, the director shall prepare a copy of the proceedings, transcript, documentary and other evidence presented and provide the Board a copy of the same.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. sustain the decision;
2. send the record back if additional evidence is necessary; or
3. revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

The director of schools shall also have the right to appeal any adverse ruling by the Personnel Hearing Officer in same manner as the non-tenured teacher.

Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school system is located. The Board shall provide the entire record of the hearing to the court.

*(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy. Please refer to the board policy on nonrenewal of non-tenured teachers for further information)*

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Legal References:

1. TCA 49-2-301 (b)(1)(EE)
2. TCA 49-2-301 (b)(1)(GG)

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Cross Reference:

Nonrenewal 5.203

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Suspension/Dismissal of Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.204</b>	Issued: <b>08/05/96</b>

## SUSPENSION

A director of schools/designee may suspend a tenured teacher at any time when deemed necessary.<sup>1</sup> Before a tenured teacher is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond<sup>3</sup>; and (3) given a written decision of the suspension. The causes for which a professional employee may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination.<sup>1</sup>

Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension,<sup>2</sup> unless suspension without pay is deemed to be an appropriate penalty.

## DISMISSAL

When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the release of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the director of schools of his/her request for a hearing before the Board.

The director of schools shall within five (5) days after receipt of request, indicate the place of such hearing and set a convenient date, which shall not be later than thirty (30) days following receipt of notice requesting a hearing.

The chairman of the Board shall conduct the hearing and be empowered to issue subpoenas for and administer oaths to witnesses.

The teacher shall be allowed a full, complete and impartial hearing before the Board, including the right to have evidence deemed relevant by the teacher included in the record of the hearings, even if the chairman objects.<sup>4</sup>

1 A complete transcript of the hearing shall be prepared and included in the record.

2  
3 The Board shall within ten (10) days after the hearing decide what disposition to make of the case from  
4 the following: (1) dismissal; (2) suspension without pay; or (3) reinstatement. The Board shall immediately  
5 thereafter give the employee written notice of its findings and decision.  
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Legal References:

- 41  
42 1. TCA 49-2-301 (b)(1)(EE)  
43 2. TCA 49-5-511  
44 3. TCA 49-5-511 through 513  
45 4. TCA 49-5-512, 513  
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# Wayne County Board of Education

Monitoring:  
**Review: Annually,  
in February**

Descriptor Term:  
**Suspension/Dismissal/Separation  
Practices of Non-Certified Employees**

Descriptor Code:  
**5.202**

Revised Date:  
**02/09/12**

Rescinds:  
**5.200**

Issued:  
**08/05/96**

## **SUSPENSION**

A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> Before an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

## **DISMISSAL**

All non-certified (classified) employees are employed at the will of the director. The director of schools may dismiss any non-certified employee during the contract year for any lawful reason.

## **RESIGNATION**

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason.

The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll office will prepare final payment for the next scheduled pay day.

## **RETIREMENT**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.

### **Legal Reference:**

1. TCA 49-2-3D1 (b)(1)(EE)(FF)

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in February**

Descriptor Term:

**Nonrenewal**

Descriptor Code:

**5.203**

Issued Date:

**08/05/96**

Rescinds:

**5.202**

Revised:

**06/23/16**

Non-tenured teachers are subject to the same rules and regulations and are entitled to the same privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluations process with the non-tenured teacher and providing assistance for overcoming those deficiencies.

The director of schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the director of schools determines not to renew the contract of a non-tenured teacher,<sup>1</sup> the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail so that it will be received by the employee within five (5) business days following the last instructional day for the school year to be applicable to the next succeeding school year.

Legal Reference:

1. TCA 49-5-409(a); OP Tenn. Atty. Gen. 97-123 (September , 1997); OP Tenn. Atty. Gen. 99-091 (April 12, 1999)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Resignation</b>	Descriptor Code: <b>5.204</b>	Issued Date: <b>10/11/2018</b>
		Rescinds: <b>5.205</b>	Issued: <b>08/05/96</b>

## PROFESSIONAL PERSONNEL

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.<sup>1</sup>

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>2</sup>

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>3</sup>

## SUPPORT PERSONNEL

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason. Personnel resigning their positions will not receive compensation for accumulated leave days.

The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

### Legal References:

1. TCA 49-5-508
2. TCA 49-5-706
3. TCA 49-5-411

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Retirement</b>	Descriptor Code: <b>5.205</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.206</b>	Issued: <b>08/05/96</b>

1 Retirement shall mean a termination of services under conditions which will allow the employee to draw  
2 benefits from retirement plans and/or social security benefits.

3  
4 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of  
5 the retirement system.

6  
7 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
8 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the  
9 central office. It shall be the responsibility of the retiring employee to file for benefits.

10  
11 Employees who retire under TCRS may be employed up to one-hundred (100) days per year without loss  
12 of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the  
13 director of schools certifies in writing to the Board that no other qualified personnel are available to  
14 substitute teach.<sup>1</sup>

15  
16 The director of schools may employ teachers retired for at least one year for full-time employment as a  
17 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost  
18 or suspended under certain conditions, which include but are not limited to the following:<sup>2</sup>

- 19  
20 1. The director of schools of the employing system must certify in writing that no other qualified  
21 individuals are available to fill the position;
- 22 2. The Commissioner of Education must certify that the employing school system serves an area  
23 that lacks qualified teachers to serve in the position to be filled;
- 24 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 25 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or  
26 receive medical insurance coverage; and
- 27 5. The salary paid to the retired member shall not be less than the rate of compensation set by the  
28 Board for teachers with no experience filling similar positions, nor more than eighty-five percent  
29 (85%) of the rate of compensation set by Board for teachers with comparable training and years  
30 of experience filling similar positions.

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37 Legal References:

- 38 1. TCA 8-36-805  
39 2. TCA 8-36-821  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Short Term Leaves of Absence</b>	Descriptor Code: <b>5.300</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.300</b>	Issued: <b>08/05/96</b>

Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal and professional leave.<sup>1</sup>

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Legal Reference:

1. TRR/MS 0520-1-2-.04(8)

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Cross References:

Emergency & Legal Leave 5.301  
Sick Leave 5.302  
Personal & Professional Leave 5.303  
Vacations and Holidays 5.310

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.301</b>	Issued: <b>08/05/96</b>

## EMERGENCY LEAVE

An immediate supervisor may grant a certified employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

## JURY DUTY

When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period within twelve months that s/he will be available for jury duty.<sup>2</sup> The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that s/he had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>3</sup>

## COURT APPEARANCES

If a teacher appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

### *Support Personnel*

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.<sup>3</sup>

### Legal References:

1. TCA 49-5-711 (c)(1)(2); OP Tenn. Att. Gen. 81-5 (Jan. 9, 1981)
2. TCA 22-1-103 (a)(3)
3. TCA 22-4-108 (b)(1)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>10/11/2018</b>
		Rescinds: <b>5.302</b>	Issued: <b>08/05/96</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, 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 dismissal.

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>

The principal shall notify the director of schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

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>1</sup>

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>1</sup>

## SUPPORT PERSONNEL

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one-half (1/2) day for each month an employee is employed.

1 Sick leave shall accumulate up to forty (40) days.

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

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6 The immediate supervisor may require a physician's certificate stating the reason for absence.  
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Legal References:

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43 1. TCA 49-5-710  
44 2. TRR/MS 0520-1-2-.04(2)  
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Cross References:

Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Sick Leave Bank</b>	Descriptor Code: <b>5.3021</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 The purpose of the Sick Leave Bank<sup>1</sup> is to provide sick leave to contributors to the Bank who have suffered  
2 an unplanned personal illness, injury, disability, or quarantine, and provided their available sick leave or  
3 any other applicable leave has been exhausted.

## 4 5 **TRUSTEES**

6  
7 The Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the provisions  
8 outlined below. The Committee shall be composed of five (5) members. The Board of Education and the  
9 Wayne County Education Association shall each appoint two (2) persons from their memberships to serve  
10 as Trustees, as well as one (1) alternate. The fifth Trustee shall be the Director of Schools or his/her  
11 designee, who shall chair the committee.<sup>2</sup>

## 12 13 **PROVISIONS**

- 14
- 15 1. All full-time employees (30 or more hours per week) shall be eligible to participate in the Sick  
16 Leave Bank.
  - 17
  - 18 2. Eligible employees may join the Sick Leave Bank by donating two (2) sick leave days. The  
19 Trustees may assess additional days, as they deem advisable. Donations of sick leave to the Bank  
20 are nonrefundable and nontransferable.
  - 21
  - 22 3. Sick Leave Bank days may be granted only for instances of illness or injury of the individual  
23 member, which would prevent the member from satisfactorily performing the duties of his/her  
24 position.
  - 25
  - 26 4. A member shall not receive any sick leave from the Bank until after exhausting all accumulated  
27 sick, vacation and personal leave, including all paid Board extensions.
  - 28
  - 29 5. Employees shall enroll during August, September, or October of each year. Employees must have  
30 an accumulation of at least two (2) sick leave days to enroll. Enrollment shall be made without  
31 regard to pre-existing conditions of health at the time of contribution. New employees may  
32 contribute within the first thirty (30) days after their effective dates of employment or at the  
33 beginning of the new enrollment period. All donations to the Bank are "final" and will not be  
34 returned to the donor unless the Bank is dissolved.<sup>3</sup>
  - 35
  - 36 6. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave  
37 only after having been a member of the Bank for thirty (30) days.
  - 38
  - 39 7. Each member must sign an enrollment form stating that they are aware of the provisions of the  
40 Bank and relieving the Board of Education, Education Association, and the Trustees from any  
41 liability as a result of action taken by the Trustees.

- 1 8. Employees shall receive benefits from the bank for their contracted period of employment. No  
2 benefits shall be paid for those days when an employee would not normally be in pay status.  
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- 4 9. Grants of sick leave from the Bank shall not be made to any member on account of any elective  
5 surgery or illness of any member of the participant's family, or during any period the member is  
6 receiving disability benefits from Social Security, the State Retirement Plan, or under the Workers'  
7 Compensation Law.  
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- 9 10. The form and manner of application or use of leave from the Bank shall be prescribed by the  
10 Trustees and made available at each school and the Director of Schools' office. The Trustees shall  
11 either approve or deny all applications within ten (10) days of the receipt of the application. Any  
12 recommendation for approval to draw from the Bank must have support of at least three (3)  
13 Trustees. The decision of the Trustees shall be final.  
14
- 15 11. Leave grants from the Bank, approved by the Trustees, shall not be for more than twenty (20)  
16 consecutive days for which the individual would otherwise lose pay. Applicants may submit  
17 requests for extensions of such leave grants before or after their prior grants expire. The maximum  
18 number of days any participant may receive in any fiscal year is sixty (60). The maximum number  
19 of days any participant may receive as a result of any one illness or recurring diagnosed illness  
20 or accident is ninety (90). If a member is physically or mentally unable to make a request to the  
21 Sick Leave Bank for use of sick leave days, a family member or agent may file the request.  
22
- 23 12. If a member does not use all days advanced from the Bank, the unused days will be returned to  
24 the Bank. All days collectively contributed to the Bank and not used in any one fiscal year shall  
25 be carried over to the next fiscal year.  
26
- 27 13. All requests to draw from the Bank must be accompanied by a physician's statement confirming  
28 the cause of illness or injury and must be signed by the physician. An applicant may be required  
29 to undergo, at the applicant's expense, a medical review by a physician approved by the Trustees.  
30 Refusal to comply will result in denial of the pending request for use of sick leave days from the  
31 Bank. Sick leave granted a member of the Bank need not be repaid by the individual except as all  
32 members are uniformly assessed.  
33
- 34 14. All records for the Sick Leave Bank shall be kept at the Central Office in the Payroll Department,  
35 which handles regular sick leave records. The Trustees shall inform this office of all applications  
36 they approve and the amount of additional leave granted any member. Payments will begin on the  
37 next regularly scheduled payroll for the member.  
38
- 39 15. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:  
40
  - 41 a. Resignation or termination of employment with the local system;
  - 42 b. Cancellation of participation which is effective on June 30 next;
  - 43 c. Refusal to honor such assessment as may be required by the Trustees;
  - 44 d. Being on approved leave of absence with the exception of personal illness or disability  
45 leave;
  - 46 e. Retirement  
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- 1 16. The Bank shall be dissolved when membership falls below twenty (20) or upon a majority vote  
2 of the Trustees following an open hearing by the Bank membership.  
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4 17. The enrollment authorization shall remain in effect for the current and subsequent years unless  
5 cancelled in writing. Cancellation shall be effective on the following June 30. Membership  
6 withdrawal shall result in the forfeiture of all days contributed.  
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40 Legal References:

- 41 1. TCA 49-5-801  
42 2. TCA 49-5-804  
43 3. TCA 49-5-810  
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Cross Reference:

Family and Medical Leave 5.305

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in February

Descriptor Term:

## Personal and Professional Leave

Descriptor Code:

5.303

Issued Date:

12/11/03

Rescinds:

5.303

Issued:

08/05/96

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

Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

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

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

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

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.<sup>2</sup>

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.<sup>2</sup>

### Legal References:

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



# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>  Rescinds: <b>5.304</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.

Part-time leaves may be granted by the director of schools upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.<sup>1</sup>

## **PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

1 Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have  
2 the same portion of their insurance premiums paid by the Board as is paid for active employees. This  
3 leave is limited to twelve (12) weeks and subject to the restrictions and conditions of the Family and  
4 Medical Leave Act.  
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41 Legal References:

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43 1. TCA 49-5-702 through TCA 49-5-709  
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Cross References:

Family and Medical Leave 5.305  
Military Leave 5.306  
Physical Assault Leave 5.307  
Sabbatical Leave 5.308  
Legislative Leave 5.309  
Interim Employees 5.700

# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.305</b>	Issued: <b>08/05/96</b>

## PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

## ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school system or anyone who has at least 1,250 hours of service (Hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve month period.<sup>2</sup>

## GENERAL PRINCIPLES

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse, or parent who has a serious health condition. (Any female requesting leave due to pregnancy and childbirth shall be granted at least four (4) months leave.)<sup>3</sup>
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>4</sup>
3. A physician's statement may be required by the director of schools when determining the period of actual physical disability.<sup>5</sup>
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

## RESTRICTIONS

1. For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
2. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:

- a. the date on which the serious health condition commenced;
- b. the probable duration of the condition;
- c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
- d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

3. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.

4. Once it has been established that the leave requested qualifies for FMLA, the director of schools/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that —

Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.<sup>6</sup>

The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>7</sup>

5. Intermittent Leave - When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

6. Period Near the End of an Academic Term (*Professional employees*) - If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

## REQUIREMENTS OF THE BOARD

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.

1 3. The Board may recover the premium paid under the following conditions:

- 2
- 3 a. the employee fails to return from leave after the period of leave has expired.
- 4 b. the employee fails to return to work for a reason other than the continuation, recurrence,
- 5 or onset of a serious health condition or other circumstances beyond the control of the
- 6 employee.
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39 Legal References:

- 40 1. *Hinson v. Tecumseh Products Co.* 234 F.3d 1268, 6th Cir.(2000)
- 41 2. Federal Family and Medical Leave Act 1993
- 42 3. TCA 49-5-702; TCA 4-21-408
- 43 4. TCA 49-5-710
- 44 5. TCA 49-5-704
- 45 6. 29 CFR § 825.208
- 46 7. OP Tenn. Atty Gen 94-006 (Jan 13, 1994);
- 47 *Plant v. Morton International, Inc* 212 F. 3d 929, 6th Cir. (2000)
- 48
- 49

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Cross References:

Sick Leave 5.302  
Long Term Leaves 5.304

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Military Leave</b>	Descriptor Code: <b>5.306</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.306</b>	Issued: <b>08/05/96</b>

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.<sup>1</sup> Reservists who anticipate military duty during the school year must give written notice to the director of schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of fifteen (15) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.<sup>2</sup> An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service.<sup>3</sup>

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the director of schools prior to, or simultaneous with, requesting leave.

#### Legal References:

1. 38 U.S.C.A. § 2024(d)
2. TCA 8-33-109; TCA 49-5-702(a)
3. TCA 58-1-106(d); TCA 58-1-109; OP Tenn. Atty. Gen. 91-13 (Jan 31, 1991)

#### Cross Reference:

Long Term Leaves of Absence 5.304

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.307</b>	Issued: <b>08/05/96</b>

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or  
2 other violent criminal acts committed in the course of the teacher's employment activities shall receive  
3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or  
4 professional leave. <sup>1</sup>

5  
6 A signed statement listing the cause of the absence shall be provided by the employee on forms furnished  
7 by the director of schools and shall promptly be given to the immediate supervisor in support of all claims.  
8 A certificate from the physician on forms furnished by the director of schools may also be required to  
9 verify the extent of the injury. <sup>2</sup>

#### Legal References:

1. TCA 49-5-714 (a)(8); TRR/MS 0520-1-2-.04(5)
2. TCA 49-5-710 (a)(7)(8); TCA 49-6-2008(d)

#### Cross References:

Worker's Compensation 3.602  
Long Term Leaves of Absence 5.304

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Sabbatical Leave</b>	Descriptor Code: <b>5.308</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

Regular employees or teachers shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of at least eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the school system.

Cross Reference:

Long Term Leaves of Absence 5.304



# Wayne County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>Legislative Leave</b>	Descriptor Code: <b>5.309</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 Certified employees who have been elected to state or local law-making bodies shall be granted personal  
2 leave or leave without pay for the time those law-making bodies are in official session or while attending  
3 official meetings outside the session.<sup>1</sup>  
4

5 In addition, certified employees shall be granted leave to serve on any board or commission of the state  
6 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted  
7 against any other accumulated leave credits. The employee shall notify the principal at least five (5) days  
8 prior to leave being taken.<sup>2</sup>  
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34 Legal References:

- 35 1. TCA 49-5-702; TCA 49-5-713  
36 2. TCA 49-5-205  
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Cross Reference:

Long Term Leaves of Absence 5.304

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Vacations and Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

## VACATIONS

Support personnel shall earn one (1) day of vacation time for each twenty (20) days of employment. The time of vacation must be approved by the director of schools and immediate supervisor.<sup>1</sup>

## HOLIDAYS

Support personnel, if on active payroll at the time, shall be entitled to the following holidays:

July 4  
Labor Day  
Thanksgiving (2 days)  
December 25  
New Year's  
Good Friday

Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends or school is in session.

Legal Reference:

1. TCA 5-23-101;104

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Personnel Health Examinations/ Communicable Diseases</b>	Descriptor Code:  <b>5.400</b>	Issued Date:  <b>12/11/03</b>
		Rescinds:  <b>5.400</b>	Issued:  <b>08/05/96</b>

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.<sup>1</sup>  
2 Employees shall inform the director of schools whenever they contract a contagious or communicable  
3 disease.

4  
5 No employee who has any communicable disease shall perform his/her duties in any location where such  
6 might endanger the health of school children. The Board shall require any employee to submit to a  
7 physical examination by a physician whenever there is reason to believe that the employee has any  
8 communicable disease.<sup>2</sup>

9  
10 The director of schools shall reassign or suspend any employee who is suspected of having a communi-  
11 cable disease which might endanger the health of children, pending investigation and final disposition of  
12 the case before the Board.<sup>3</sup>

13  
14 To assist the Board in making final disposition of the case, the director of schools may refer the case to  
15 the County Health Office or other medical experts.

16  
17 The Board shall use the written report to determine the employment status of the employee.  
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## Legal References:

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

## Cross References:

Section 504/ADA Grievance Procedures 1.802  
Suspension/Dismissal 5.200-202

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code: <b>5.401</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.401</b>	Issued: <b>08/05/96</b>

1 The Board has the responsibility to ensure that each school system's employees are in a state of physical  
2 condition which will not endanger their personal health or the health of others. Concerns regarding health  
3 matters shall be approached within the boundaries of confidentiality.

4  
5 The director of schools shall be responsible for developing, revising and implementing the administrative  
6 guidelines and procedures for this policy. The director of schools shall be responsible for enforcing this  
7 policy by communicating it to all personnel and by providing necessary instruction to all administrators.<sup>1</sup>  
8

## 9 HIV/AIDS TESTING

10  
11 No school official can require any employee to undergo an HIV antibody test or other HIV-related test.  
12 This does not preclude school officials from requiring an employee to undergo an examination when  
13 another communicable illness is suspected.  
14

## 15 LIABILITY AND NON-DISCRIMINATION

16  
17 No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing his/her  
18 employment. No disciplinary action may be taken against an employee solely on the basis of HIV infection  
19 or AIDS. Action may be taken against an employee only if s/he is disabled and the disability interferes  
20 with his/her ability to perform the activities involved in employment duties. The Board shall make  
21 reasonable accommodation to enable the employee to perform employment duties as may be required by  
22 state<sup>2</sup> or federal<sup>3</sup> law.  
23

## 24 CONFIDENTIALITY

25  
26 If information is received regarding an employee's HIV status, the director of schools may consult with  
27 the school board attorney on the appropriate course of action to pursue, bearing in mind the school system's  
28 potential liability for defamation, employment discrimination, and breach of confidentiality requirements.  
29

30 Information obtained is confidential and may not be released to anyone except: <sup>2</sup>

- 31  
32 1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form  
33  
34 2. Persons listed on a court order  
35  
36 3. Persons authorized to receive such information without a release or court order according to  
37 TCA 68-10-113  
38

39 **Under no circumstances shall information identifying an employee with AIDS be released to the**  
40 **public.**  
41

## EDUCATION AND UNIVERSAL PRECAUTIONS

To prevent and manage exposure in the workplace, all school system employees will receive in-service training and education annually regarding HIV/AIDS and OSHA's Bloodborne Pathogens Standard.

## COMMUNICATIONS AND PUBLIC RELATIONS

Annually, the Board shall designate an individual who will be responsible for coordinating educational/training programs for all personnel, parents and board members. These programs can utilize the educational/training resources of agencies or private institutions with personnel trained in the areas of HIV/AIDS prevention education.

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### Legal References:

1. State Board of Education Plan for Addressing AIDS in Tennessee Public Schools, March 1995; TRR/MS 0502-1-3-.08 (2)(g)
2. TCA 68-10-113
3. 20 USC 1232(g); 29 CFR § 1630.13(b)

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### Cross Reference:

Section 504/ADA Grievance Procedures 1.802

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Hepatitis B (HBV)</b>	Descriptor Code: <b>5.402</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.402</b>	Issued: <b>08/05/96</b>

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids that  
2 are recommended by appropriate health professionals.<sup>1</sup>

3  
4 All school district personnel shall be advised of routine procedures to follow in handling body fluids.  
5 These procedures shall provide simple and effective precautions against transmission of diseases to  
6 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard  
7 health and safety practices. No distinction shall be made between body fluids from individuals with a  
8 known disease and individuals without symptoms or with an undiagnosed disease.

9  
10 The administration shall develop, in consultation with medical personnel, a regulation to be distributed  
11 to all staff. Training and appropriate supplies shall be available to all personnel including those involved  
12 in transportation and custodial services.

13  
14 In addition to insuring that these health and safety practices are carried out on a districtwide basis, special  
15 emphasis shall be placed in those areas of school district operation that potentially present a greater need  
16 for these precautions.

## 17 18 **CONFIDENTIALITY AND NON-DISCRIMINATION**

19  
20 In all instances, district personnel shall respect the individual's right to privacy and treat any medical  
21 diagnosis as confidential information. The director of schools shall initiate procedures to insure that all  
22 medical information will be held in strict confidence. Any school staff member who violates confiden-  
23 tiality shall be subject to appropriate disciplinary measures.

24  
25 Under no circumstances shall information identifying an employee with HBV be released to the public.

## 26 27 **SAFETY**

28  
29 Employees who are at high risk of occupational exposure shall be identified and provided with personal  
30 protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include  
31 custodians, school nurses, special education teachers and instructional assistants, playground supervisors,  
32 coaches and physical education teachers.

33  
34 When any employee is known to have been exposed to HBV on the job site, the employee will be  
35 notified immediately by a supervisor, and the Board shall provide vaccinations.

36  
37 The principal will ensure that an accident report is filed for all accidents. The report will include the  
38 employee's name, date of the accident, an explanation of the accident and the care used in treating the  
39 individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.  
40  
41  
42

**EDUCATION AND UNIVERSAL PRECAUTIONS**

HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the Board.

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**Legal References:**

1. 29 CFR Part 1910.1030

# Wayne County Board of Education

Monitoring:	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>12/11/03</b>
Review: <b>Annually, in March</b>		Rescinds: <b>5.403</b>	Issued: <b>08/05/96</b>

## REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

## RANDOM DRUG TESTING

All employees shall be subject to random drug testing and must adhere to the requirements of this policy and all procedures relating to this policy.<sup>1</sup>

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects an employee's attendance or performance and his/her ability to pass required alcohol and controlled substance tests. Any violation of this policy is grounds for termination as employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair



1 rection time shall be reported to the director of schools/director of transportation. Notice shall be given  
2 of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the  
3 duration of ingestion and the possible side effects.  
4

#### 5 **Procedures**

6  
7 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct  
8 breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees  
9 suspected of violating this policy who are involved in a reportable accident or who are periodically or  
10 randomly selected. The procedures are designed not only to detect violations of this policy, but also to  
11 ensure fairness to each employee. Disciplinary action will be taken as necessary.  
12

#### 13 **Implementation**

14  
15 The director of schools is authorized to implement this policy and procedures for the drug testing  
16 program, including a periodic review of the program to address any problems, changes and/or revisions  
17 of it, maintenance of all records required by the federal regulations, and determination upon Board  
18 approval of how the program will be accomplished, whether in-house, contracted or by consortium.  
19

#### 20 **Dissemination**

21  
22 The director of schools shall be responsible for communicating this policy and the procedures to all  
23 employees affected by this policy and shall be accountable for its consistent enforcement.<sup>2</sup> The direc-  
24 tor of schools is designated to answer questions about this policy, procedures and all other matters  
25 involved in alcohol and controlled substance testing of all employees.  
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#### 41 **Legal References:**

- 42 1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).  
43 2. 49 CFR §382.601  
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# Wayne County Board of Education

Monitoring:  Review: <b>Annually, in March</b>	Descriptor Term:  <b>Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.503</b>	Issued: <b>08/05/96</b>

1 Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/  
2 harassment. It shall be a violation of this policy for any employee or any student to discriminate against  
3 or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or  
4 religious in nature. The following guidelines are set forth to protect employees from discrimination/  
5 harassment.

6  
7 Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as con-  
8 duct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature  
9 which:

- 10  
11 1. Unreasonably interfere with the individual's work or performance; or
- 12 2. Create an intimidating, hostile or offensive work environment; or
- 13 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 14 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment  
15 decision affecting the harassed employee.

16  
17 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these inci-  
18 dents immediately.<sup>2</sup> This report should be made to the immediate supervisor except when the immediate  
19 supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made  
20 to the Federal Rights Coordinator or the director of schools. Allegations of discrimination/harassment shall  
21 be fully investigated (as set forth in *Complaints and Grievances 5.501*). An oral complaint may be  
22 submitted; however, such complaint must be reduced to writing to ensure a more complete investigation.  
23 The complaint should include the following information:

- 24  
25 Identity of the alleged victim and person accused;
- 26 Location, date, time and circumstances surrounding the alleged incident;
- 27 Description of what happened;
- 28 Identity of witnesses; and
- 29 Any other evidence available.

30  
31 The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because  
32 an individual's need for confidentiality must be balanced with obligations to cooperate with police  
33 investigations or legal proceedings, to provide due process to the accused, to conduct a thorough inves-  
34 tigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be  
35 disclosed in appropriate circumstances to individuals with a need to know.

36  
37 A substantiated charge against an employee shall result in disciplinary action up to and including termi-  
38 nation. A substantiated charge against a student may result in corrective or disciplinary action up to and  
39 including suspension.

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

5  
6 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal  
7 Rights Coordinator or the director of schools.  
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41 Legal References:

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

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

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in March

Descriptor Term:

## Complaints and Grievances

Descriptor Code:

5.501

Issued Date:

12/11/03

Rescinds:

5.500

Issued:

08/05/96

### EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level:

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his decision.

### HARASSMENT/DISCRIMINATION GRIEVANCES

Employees should notify any district complaint manager if they believe the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy including: <sup>1,3,4</sup>

1. Title II of the Americans with Disabilities Act <sup>2</sup>
2. Title IX of the Education Amendments of 1972 <sup>7</sup>
3. Section 504 of the Rehabilitation Act of 1973 <sup>5</sup>
4. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 <sup>6,7</sup>

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. *Filing a Complaint* — An employee who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.

- 1 2. *Investigation* — The complaint manager will investigate the complaint or appoint a qualified  
2 person to undertake the investigation on his or her behalf. The complaint and identity of the  
3 complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary  
4 to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager  
5 shall file a written report within ten (10) days of the filing of the grievance, of his or her findings  
6 with the director of schools. If a complaint of sexual harassment contains allegations involving the  
7 director of schools, the written report shall be filed with the Board. The director of schools shall  
8 keep the Board informed of all complaints.  
9
- 10 3. *Decision and Appeal* — After receipt of the complaint manager's report, the director of schools  
11 shall render a written decision within five (5) days of the receipt of the report which shall be  
12 provided to the employee. If the employee is not satisfied with the decision, the employee may  
13 appeal the decision to the Board by making a written request to the complaint manager. The  
14 complaint manager shall be responsible for promptly forwarding all materials relative to the  
15 complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days from  
16 the date the appeal was received, review the report and affirm, overrule or modify the decision and  
17 render a written finding which shall be provided to the complainant. This grievance procedure  
18 shall not be construed to create an independent right to a Board hearing.  
19

## 20 APPOINTING COMPLAINT MANAGERS

21  
22 The director of schools shall appoint at least two complaint managers, one of each gender. The Federal  
23 Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into  
24 this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)  
25

26  
27  
28  
29 (*Note: Title IX regulations require districts to identify the name, address and telephone number of the*  
30 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*  
31 *adopted with a person's name in it; rather, the identifying information can be added and amended as*  
32 *necessary.*)  
33

### 34 Legal References:

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41 1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.  
42 2. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.  
43 3. Equal Pay Act, 29 U.S.C. § 206(d)  
44 4. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
45 5. Rehabilitation Act, 29 U.S.C. § 791 et seq.  
46 6. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.  
47 7. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.  
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### Cross References:

Appeals To and Appearances Before the Board 1.404  
Section 504/ADA Grievance Procedures 1.802  
Equal Opportunity Employment 5.104  
Discrimination/Harassment of Employees 5.500

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in March

## Complaints About School Personnel

5.502

12/11/03

Rescinds:

5.502

Issued:

08/05/96

Whenever a complaint about an employee is made to the Board as a whole or a board member as an individual, it will be referred to the school administration for study and possible solutions. The employee involved will be advised of the nature of the complaint and given opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If, after such procedure is followed there is still a question or complaint, the matter shall then be referred in writing to the Board, which shall determine whether it will hear the individual or group.

Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in board policy dealing with public participation at board meetings.

Cross Reference:

Appeals To & Appearances Before the Board 1.404

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>  Rescinds: <b>5.600</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of the students and ensure that no conflict exists with their actual duties.

## **Each staff member has the right to:**

1. A work environment free from sexual, racial, ethnic and religious discrimination/harassment.<sup>1</sup>
2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom.

## **Each staff member has the responsibility to:**

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the Board and the procedures designed to implement them.<sup>2</sup>
2. To adhere to the Code of Ethics of the Tennessee Education Association.<sup>3</sup>
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of his/her students and the students' right to know.
4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public.
5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures.
6. Wear appropriate dress for work according to board guidelines and local school rules.

### **Legal References:**

1. 42 U.S.C.A. § 2000 E-E-2; TCA 49-6-8002 through 8006
2. TCA 49-5-201
3. TCA 49-5-501(3)

### **Cross References:**

Curriculum Development 4.200  
Controversial Issues 4.800  
Religion in the Curriculum 4.804

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in March

Descriptor Term:

## Conflict of Interest

Descriptor Code:

5.601

Issued Date:

12/11/03

Rescinds:

5.601

Issued:

08/05/96

### ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of a principal, teacher or other school administrative employee may participate in business transactions with the school system where a sealed competitive bid system is used, provided that the employee does not have discretion in the selection of bids or specifications.<sup>1</sup>

It shall be a misdemeanor for the director of schools to take any other contract under the Board, to perform any other service for additional compensation, to act as principal or teacher in any school, or to become the owner of a school warrant other than that allowed for his/her service as director of schools or as secretary to the Board.<sup>2</sup>

### PROFESSIONAL AND SUPPORT PERSONNEL

Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;<sup>1</sup>
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school system;
3. Employees will not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee; and
5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

#### Legal References:

1. TCA 49-6-2003
2. TCA 49-2-301(c)

#### Cross References:

Purchasing 2.805  
Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808  
Employee-Developed Materials 4.405



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in March

Descriptor Term:

## Time Schedules and Extra Duty

Descriptor Code:

5.602

Issued Date:

12/11/03

Rescinds:

5.602

Issued:

08/05/96

### *Professional Personnel*

#### **DAILY SCHEDULES**

Teachers shall be on duty at least seven and one-half (7 1/2) clock hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time is interpreted to include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after school.<sup>1</sup>

#### **EXTRA DUTIES**

Extra duties shall be fairly distributed among the staff.

At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) teacher must remain after the close of the school day until all buses depart.

#### **PLANNING TIME**

Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.<sup>2</sup>

#### **LEAVING CLASSROOM**

Teachers shall not be called from their classroom, unit or area while students are under their immediate supervision for any purpose other than an emergency concerning the teacher's immediate family or property or for purposes, as deemed by the principal, to be official school business needing immediate attention.

### *Support Personnel<sup>3</sup>*

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

#### **WORK SCHEDULES**

Supervisors shall prepare a daily work schedule for both school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his/her schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

### TIME RECORDS REQUIRED

Each employee covered by the Wage and Hour Law shall keep a time record of *actual hours worked*.

At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

### LUNCH PERIODS

All employees covered by the Wage and Hour Law have at least thirty (30) minutes lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

### EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him/her and shall certify that the policy has been read and understood. A copy of this certification shall be on file before the first check is issued to a new employee.

### EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).

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#### Legal References:

1. TRR/MS 0520-1-3-.03(1) & (5)
2. TRR/MS 0520-1-3-.03(4); TCA 49-1-302(e)(2)
3. TCA 5-23-101;104

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#### Cross References:

School Day 1.801  
Curriculum Development 4.200  
Reporting Student Progress 4.601  
In-Service & Staff Development Activities 5.113  
Supervision of Students 6.408

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Staff Meetings</b>	Descriptor Code: <b>5.603</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.603</b>	Issued: <b>08/05/96</b>

Staff meetings shall be held in each school for the purpose of promoting school improvement and professional growth and may be conducted by the principal, teachers or committees.

All staff members are expected to attend all meetings called by the administration and all in-service programs designed to improve the total school, unless excused by the person calling the meeting.

Teachers' meetings may include but not be limited to:

1. Meetings of the entire staff of school;
2. Meetings of teachers in the same subject area or on the same grade level;
3. System-wide in-service meetings; and
4. Committee meetings dealing with specific problems.

Coaches have the same responsibility to attend faculty meetings, in-service meetings, assemblies and other school activities as do other teachers. However, during the season of the sport to which the coach is assigned, he/she may be excused by the principal from meetings held after the close of the school day. It shall be the responsibility of the coach to inquire of other teachers as to the content of meetings missed and to keep informed of activities going on in the school.

Cross References:

In-Service & Staff Development Opportunities 5.113

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Overtime Pay of Support Personnel</b>	Descriptor Code: <b>5.604</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.604</b>	Issued: <b>08/05/96</b>

1 The Board expects that employees will work in excess of standard hours when requested. When work  
2 in excess of standard hours is required, employees will be compensated for the unscheduled hours  
3 worked.<sup>1</sup>

4  
5 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee  
6 is requested to work over regularly scheduled hours, the following shall apply:

## 8 **Compensation for Unscheduled Hours**

- 9  
10 1. Hours worked over the scheduled hours must be approved by the immediate supervisor.  
11 2. Whenever possible, compensatory time off shall be used in preference to overtime pay.  
12 3. All payment for overtime shall be processed through the payroll office.

## 14 **Overtime Pay**

- 15  
16 1. If it is determined by the immediate supervisor that compensatory time cannot be granted within  
17 the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime  
18 may be authorized.  
19 2. Overtime pay shall be paid for all hours worked over forty (40) hours per week.

## 21 **Payroll Provisions**

- 22  
23 1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in  
24 a week.  
25 2. An authorization for overtime payment must be submitted by the immediate supervisor.  
26 3. Payment for overtime will be included in the paycheck for the period immediately following the  
27 one in which it was earned.

## 29 **Discipline**

- 30  
31 1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be  
32 expected to report to work as scheduled.  
33 2. Failure to report shall subject an employee to disciplinary procedures as specified for any other  
34 non-appearance for a regularly scheduled work time.  
35 3. Employees shall be released from mandatory overtime, without fear of discipline, when they can  
36 provide a reasonable excuse such as the following:  
37 a. Personal family emergency;  
38 b. Personal or family health maintenance;  
39 c. Important family function; weddings, etc.

1 If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof will  
2 rest with the employee.  
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41 Legal References:

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43 1. TCA 5-23-101;104; Section 7(o) 29 CFR § 553.20; 21  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in March	Descriptor Term:  <b>Staff Gifts and Solicitations</b>	Descriptor Code: <b>5.605</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.607</b>	Issued: <b>08/05/96</b>

## GIFTS

Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

## SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the director of schools.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the director of schools' written approval.

### Cross References:

Advertising & Distribution of Materials in Schools 1.806  
Vendor Relations 2.809  
Staff Conflicts of Interest 5.601  
Student Solicitations/Fund-Raising 6.701  
Student Gifts 6.710

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Staff-Community Relations</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.608</b>	Issued: <b>08/05/96</b>

## COMMUNITY ACTIVITIES

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of the Board or school system.

## POLITICAL ACTIVITIES

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools, the classroom or system position for political forum nor engage in any political promotion or solicitation during school hours.

Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education.

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### Cross References:

Board-Community Relations 1.500  
News Releases, News Conferences & Interviews 1.503  
Advertising & Distribution of Materials in Schools 1.806

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.605</b>	Issued: <b>08/05/96</b>

## PROFESSIONAL PERSONNEL

A given professional position may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation which is not within the duties and responsibilities of the employee's regular position with the school system.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the Board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The Board reserves the right to have all technology resource activity monitored.

The Board's technology resources will be used only for learning, teaching and administrative purposes consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly prohibited.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of remuneration, provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of his/her work in the school system;
2. The work in no way reflects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive remuneration for work which is customarily within his/her regular position.<sup>1</sup>

## SUPPORT PERSONNEL

Support personnel shall not be prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system.

Legal Reference:

1. TCA 49-5-410



# Wayne County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Tutoring for Pay</b>	Descriptor Code: <b>5.608</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.606</b>	Issued: <b>08/05/96</b>

Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.<sup>1</sup>

School facilities may not be used for private profit.<sup>2</sup>

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#### Legal References:

1. TEA Code of Ethics of the Education Profession
2. TCA 49-2-203(b)(10)(A)

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Staff-Student Relations</b>	Descriptor Code: <b>5.610</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.<sup>1</sup>

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.<sup>2</sup>

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#### Legal References:

1. TEA *Code of Ethics of the Education Profession*
2. TCA 39-13-506; TCA 39-13-527

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#### Cross References:

Staff Rights & Responsibilities 5.600

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Interim Employees</b>	Descriptor Code: <b>5.700</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.700</b>	Issued: <b>08/05/96</b>

1 Vacancies occurring after the beginning of the school year for any reason will be filled as **temporary**  
2 replacements for the remainder of the school year and will not be considered as initial employment.  
3

4 Said positions will be filled at the discretion of the director of schools in such a manner as to cause the  
5 least disruption in the educational process for students and as quickly as possible to ensure a continuous  
6 function of the position.  
7

8 Persons filling any temporary positions shall have no expectancy of continued employment under TCA  
9 49-5-409 or any other, but such person shall be considered for employment in filling vacancies as  
10 specified in the section dealing with initial employment. The contract of each temporary employee shall  
11 contain the following statement: *I understand that in filling a temporary position I have no expectancy*  
12 *of continued employment but shall be considered for initial employment to fill other vacancies.*  
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.701</b>	Issued: <b>08/05/96</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 All substitute teachers shall be employed by the director of schools and paid by the Board.<sup>2</sup>  
3

## 4 APPLICATION/QUALIFICATIONS

5  
6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>  
7

8 Applicants whose records with the State Department of Education indicate a license or certificate currently  
9 in revoked status shall not be hired.<sup>4</sup>  
10

11 Qualifications for substitute teachers shall be least a high school diploma.  
12

13 The substitute teacher lists will be prepared by the [director of schools, personnel director, etc.] who will  
14 maintain a complete file on all substitute teachers. This file will include transcripts, credentials, recom-  
15 mendations and other pertinent information. A list of all approved substitutes shall be provided to all  
16 building principals. **Only** those persons on the approved substitute list shall be employed to substitute  
17 teach.  
18

## 19 COMPENSATION

20  
21 The compensation of substitute teachers is determined annually by the Board.  
22

## 23 CERTIFICATION

24  
25 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute  
26 teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup> When  
27 substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state  
28 salary schedule.<sup>1</sup>  
29

30 Retired teachers may substitute one-hundred (100) days per year without loss of retirement benefits,<sup>1</sup> and  
31 may substitute for additional ninety (90) days if the director of schools certifies in writing to the State  
32 Board of Education that no other qualified personnel are available to substitute teach.<sup>6</sup>  
33

## 34 EMERGENCY NEEDS

35  
36 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.  
37 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable  
38 to arrive on time or remain for the full day.  
39  
40  
41

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

### TRAINING AND ORIENTATION

The director of schools shall be responsible for providing appropriate training and development programs for substitute teachers.

All substitute teachers shall be required to attend an orientation session held at the beginning of each school year to provide instructions regarding reporting, pay schedules, and other pertinent information and to answer questions.

Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

### RE-EMPLOYMENT/TERMINATION

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

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal if they wish to terminate their service as substitutes.

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#### Legal References:

1. TRR/MS 0520-1-2-.04 (6)
2. TCA 49-5-709
3. TCA49-5-413
4. TCA49-2-203(a)
5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Student Teachers</b>	Descriptor Code: <b>5.702</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.702</b>	Issued: <b>08/05/96</b>

1 Student teachers shall be accepted or refused by either the principal or the cooperating teacher.

2  
3 Student teachers will be expected to observe all rules and regulations established by the Board.

4  
5 A student teacher shall be accorded the same protection of the laws as a certified teacher and shall comply  
6 with all rules and regulations of the Board and observe all duties of teachers as set forth in state statute.<sup>1</sup>

7  
8 In addition, student teachers shall be required to fulfill all normal local responsibilities, both school and  
9 extracurricular, and shall familiarize themselves with the policies of the Board and the school.

10  
11 No classroom student shall have more than one (1) student teacher per year in a given subject. Any  
12 exception to this policy must have prior approval from the director of schools .

13  
14 The evaluation of a student teacher shall be based upon a joint agreement between the cooperating teacher  
15 and the student's supervising teacher.

16  
17 A student teacher may be asked to terminate his or her service upon the mutual consent of the principal,  
18 the cooperating teacher and the supervising teacher at any time during the term.

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34 Legal Reference:

35 1. TCA 49-5-403 (a); TCA 49-5-201; TRR/MS 0520-2-3-11(3)  
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>5.120</b>	Issued: <b>08/05/96</b>

1 The director of schools shall be the chief executive officer of the school system and shall have, under the  
2 direction of the Board, general supervision of all the public schools, personnel and departments of the  
3 school system. The director of schools is responsible for the management of the schools under the Board's  
4 policies and is accountable to the Board.<sup>1</sup>

5  
6 The director of schools, at his/her discretion, may delegate any of his/her duties to other school personnel.  
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Legal Reference:

35 1. TCA 49-2-301(a)  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in March

Descriptor Term:

## Director of Schools Recruitment and Selection

Descriptor Code:

5.801

Issued Date:

12/11/03

Rescinds:

Issued:

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.<sup>1</sup> The Board  
2 is responsible for finding the person it believes can most effectively translate into action the policies of  
3 the Board and the goals of the community and the professional staff.

4  
5 The Board may employ a consultant to advise and assist the Board in the search and selection process.  
6 However, final selection shall rest with the Board after a thorough consideration of qualified applicants.  
7 An interim director of schools appointed during the time of a search shall not become a candidate unless  
8 the Board expressly permits such inclusion in the selection procedures. A board member may not apply  
9 for or in any other way be considered for the position of director of schools.<sup>2</sup>

10  
11 Prior to conducting a search to fill the position, the Board shall initially develop the following:<sup>3</sup>

- 12 • a job description
- 13 • a timeline
- 14 • a process for accepting and reviewing applications
- 15 • selection procedures which shall include, but not be limited to, the following:

- 16  
17 1. The Board shall invite the community, including board employees, to participate in the  
18 process of selecting a director of schools by suggesting selection criteria, participating in  
19 sessions with and asking questions of the candidates and by attending board interviews with  
20 the candidates. Resumes of persons interviewed by the Board shall be available in the central  
21 office for public inspection.
- 22  
23 2. The interview process for each finalist shall include meetings with various staff and  
24 community groups and an interview with the entire board.
- 25  
26 3. Candidates shall be interviewed by the Board in an open session. Only board members will  
27 be allowed to ask questions during the interview.
- 28  
29 4. The Board will attempt to select a director by unanimous vote, but a two-thirds vote of the  
30 membership of the board shall be required for the appointment of a director of schools.
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### Legal References:

- 35  
36 1. TCA 49-2-203 (a)(15)(A)
- 37 2. TCA 49-2-203 (a)(1)(D)
- 38 3. TCA 49-2-203 (a)(15)(F)
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# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>12/11/03p</b>
		Rescinds: <b>5.121/5.122</b>	Issued: <b>08/05/96</b>

## 1 QUALIFICATIONS:

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

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

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

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

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

## 21 **ESSENTIAL FUNCTIONS:**

### 22 **General Administrative**

- 23 1. Provides leadership in identification of priorities and assures that all activities reflect those  
24 board-established priorities.
  - 25 2. Prepares and recommends short- and long-range plans for board approval and implements  
26 those plans when approved.
  - 27 3. Prepares, in conjunction with the board president, agenda recommendations relative to all matters  
28 requiring board action, including all facts, information, options and reports needed to assure  
29 informed decisions. Provides advice and counsel to the Board on matters before it.
  - 30 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
31 of the proceedings of all meetings of the Board and of its official acts.
  - 32 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.  
33 Recommends policies or courses of staff action.
  - 34 6. Develops administrative procedures to implement board policy or for the items deemed  
35 necessary for the efficient operation of the schools and disseminates these procedures to  
36 appropriate staff.
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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/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.<sup>1</sup>

#### **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. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
2. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions.
3. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
4. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
5. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives from employees communications to be made to the Board.
6. Evaluates principals annually.

#### **Instructional Leadership**

1. Administers as chief school executive, 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 children'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 system 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.

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#### Legal References:

1. TCA 49-2-301

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Evaluation of the Director of Schools</b>	Descriptor Code:  <b>5.803</b>	Issued Date:  <b>12/11/03</b>
		Rescinds:	Issued:

1 Through an annual evaluation of the director of schools,<sup>1</sup> the Board will strive to accomplish the  
2 following:

- 3  
4 1. Clarify the role of the director according to a job description as agreed upon by the Board and the  
5 director;
- 6  
7 2. Develop harmonious working relationships between the Board and the director; and
- 8  
9 3. Develop improvements in the administrative leadership of the school system.

10  
11 The Board will develop, with the director, a set of performance objectives based on the needs of the  
12 system. The performance of the director will be reviewed in accordance with these specified goals.

13  
14 At a time agreed to by the Board and the director, the Board will meet as a body to evaluate the director's  
15 performance.

16  
17 The following guidelines will be used in the evaluation process:

- 18  
19 1. The director will know the standards upon which he/she will be evaluated and will be involved  
20 in the development of those standards.
- 21  
22 2. A part of the evaluation may be a composite of the evaluation by individual board members, but  
23 the Board, as a whole, will meet with the director to discuss the composite evaluation.
- 24  
25 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 26  
27 4. Both the Board and director will prepare for the evaluation; the director will conduct a self-  
28 evaluation and board members will document the evidence used in rating the director's  
29 performance.
- 30  
31 5. All documentation will be supported by objective evidence.

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36 Legal Reference:

37 1. TRR/MS 0520-2-1-.01

Cross Reference:

38 Board-Director Relations 1.205

# Wayne County Board of Education

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## 6 – STUDENT

Descriptor Code	Policy Title	Issued Date
6.100	Student Goals	12/11/03
<b>Attendance</b>		
6.200	Attendance	12/11/03
6.201	Compulsory Attendance Ages	12/11/03
6.2021	Home Schools	09/09/10
6.203	School Admissions	12/11/03
6.204	Non-Resident Students	12/11/03
6.205	Student Assignments	12/11/03
6.206	Transfers	12/11/03
6.207	Withdrawals	12/11/03
6.208	Release During School Hours	12/11/03
6.209	Child Custody/Parental Access	12/11/03
<b>Behavior and Discipline</b>		
6.300	Code of Behavior and Discipline	12/11/03
6.301	Rights and Responsibilities	12/11/03
6.3021	Procedural Due Process	09/09/10
6.303	Interrogations and Searches	12/11/03
6.3041	Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation	10/10/13
6.305	Complaints and Grievances	12/11/03
6.306	Interferences/Disruptions of School Activities	12/11/03
6.307	Drug-Free Schools	12/11/03
6.3071	Alcohol and Drug Testing	12/11/03
6.3072	Drug Testing for Extracurricular Activities	12/11/03
6.308	Bus Conduct	12/11/03
6.309	Zero Tolerance Offenses	12/11/03
6.310	Dress Code	12/11/03
6.311	Care of School Property	12/11/03
6.312	Use of Personal Communication Devices	02/12/09
6.313	Discipline Procedures	12/11/03
6.314	Corporal Punishment	11/12/09
6.315	Detention	12/11/03
6.316	Suspension/Expulsion/Remand	12/11/03
6.317	Disciplinary Hearing Authority	12/11/03
6.318	Admission of Suspended or Expelled Students	12/11/03
6.319	Alternative School Programs	12/11/03

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## **Student Welfare**

6.400	Guidance Program	12/11/03
6.4001	Student Surveys	12/11/03
6.401	Student Health Services	12/11/03
6.402	Physical Examinations and Immunizations	12/11/03
6.403	Communicable Diseases	12/11/03
6.4031	Pediculosis (Head Lice)	12/11/03
6.404	Acquired Immune Deficiency Syndrome	12/11/03
6.405	Medicines	12/11/03
6.406	Student Psychological Services	12/11/03
6.4061	Confidential Communication of Students	12/11/03
6.407	Student Social Services	12/11/03
6.408	Supervision of Students	12/11/03
6.409	Child Abuse and Neglect	12/11/03
6.410	Accidents and Illnesses	12/11/03
6.411	Student Wellness	04/13/06
6.412	Student Suicide Prevention	11/10/16

## **Individual Needs Students**

6.500	Special Education Students	12/11/03
6.501	Married and/or Pregnant Students	12/11/03
6.502	Exchange Students	12/11/03
6.503	Homeless Students	12/11/03
6.504	Migrant Students	12/11/03

## **Student Records**

6.600	Student Records	12/11/03
6.601	Annual Notification of Rights	12/11/03
6.602	Inspection and Correction Procedures	12/11/03
6.603	Use of Records	12/11/03
6.604	Media Access to Students	12/11/03

## **Student Activities**

6.700	Student Activities	12/11/03
6.701	Student Solicitations/Fund-Raising	12/11/03
6.702	Student Clubs and Organizations	12/11/03
6.703	Student Government	12/11/03
6.704	Student Publications	12/11/03
6.705	Student Social Events	12/11/03
6.706	Student Performances	12/11/03
6.707	Contests for Students	12/11/03
6.708	Awards and Scholarships	12/11/03
6.709	Student Fees and Fines	12/11/03
6.710	Gifts	12/11/03
6.711	Student Volunteers	12/11/03

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# Wayne County Board of Education

Monitoring:  Review: <b>Annually, in April</b>	Descriptor Term:  <b>Student Goals</b>	Descriptor Code: <b>6.100</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.100</b>	Issued: <b>08/05/96</b>

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities. <sup>1</sup>
2. To protect and observe the legal rights of students;
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and good work.

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Legal Reference:

1. 20 U.S.C. § 1703; TCA 49-6-3109

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Cross References:

School District Goals 1.700  
Instructional Goals 4.100  
Discrimination/Harassment 6.304

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>08/09/18</b>
		Rescinds:	Issued:

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 develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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.<sup>2</sup>

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

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

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. College visits;
7. Pregnancy;



8. School sponsored or school endorsed activities;<sup>6</sup>

9. Summons, subpoena, or court order; or

10. 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:<sup>7</sup>

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 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.<sup>8</sup> If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>9</sup>

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

### *Progressive Truancy Intervention Plan*<sup>10</sup>

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

#### **Tier I**

Tier I of the progressive truancy intervention plan shall include the following:

- 1 1. A conference with the student and the student's parent(s)/guardian(s);
- 2
- 3 2. An attendance contract, based on the conference, signed by the student, the
- 4 parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
- 5
- 6 a. A specific description of the school's attendance expectations for the student;
- 7 b. The period for which the contract is effective; and
- 8 c. Penalties for additional absences and alleged school offenses, including additional
- 9 disciplinary action and potential referral to juvenile court; and
- 10
- 11 3. Regularly scheduled follow-up meetings to discuss the student's progress.

## 12 Tier II

13 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,

14 the student will be subject to Tier II.

15 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a

16 student has been absent from school. The employee may refer the student to counseling, community-

17 based services, or other services to address the student's attendance problems.

## 18 Tier III

19 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

20 These interventions shall be determined by a team formed at each school. The interventions shall

21 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director

22 of Schools/designee.

## 23 MILITARY SERVICE OF PARENT/GUARDIAN

24 School principals shall provide students with a one-day excused absence prior to the deployment of

25 and a one-day excused absence upon the return of a parent or custodian serving active military service.

26 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a

27 parent/guardian during a deployment cycle. The student shall provide documentation to the school as

28 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork

29 missed during these absences.<sup>11</sup>

## 30 MAKE-UP WORK

31 All missed class work or tests (whether from excused or unexcused absence) may be made up provided

32 the student makes the request immediately upon returning to school and provided instruction time is

33 not taken from other students. A grade incomplete will be received for any work misses until the work

34 is completed. A student may have up to three (3) days to make up work from a single absence and up

35 to (5) five days to make up work from an absence longer than a single day. It is the student's

36 responsibility to make arrangements for make-up work, and if not completed in the allotted time, a

37 grade zero(0) will be recorded for the assignments.

## 1    **STATE-MANDATED ASSESSMENT**

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

6    Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be  
7    averaged into their final grade.

## 8    **CREDIT/PROMOTION DENIAL**

9    Credit/promotion denial determinations may include student attendance; however, student attendance  
10   may not be the sole criterion.<sup>12</sup> If attendance is a factor prior to credit/promotion denial, the following  
11   shall occur:

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

## 16   **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

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

19   In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
20   at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading  
21   period.

## 22   **ATTENDANCE HEARING<sup>13</sup>**

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

excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

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

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

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.

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#### Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

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#### Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Students in Foster Care 6.505  
Student Records 6.600

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

**Compulsory Attendance Ages**

Descriptor Code:

**6.201**

Issued Date:

**12/22/03**

Rescinds:

**6.201**

Revised:

**06/23/16**

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school.<sup>1</sup> A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the director of schools by the principal. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.<sup>2</sup>

Any child residing within the state, six (6) years of age on or before August 15 of the current school year, who makes application for admission shall be enrolled in the school designated by the Board.<sup>3</sup>

A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the current school term.<sup>4</sup> No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>4</sup>

A child entering a special education program shall be no less than three (3) years of age.<sup>5</sup>

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall not apply to the following:<sup>2</sup>

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
3. A student enrolled in a home school who has reached the age of seventeen (17).

## Legal References:

1. TCA 49-6-3001(c)(1)  
Covall v. State(1920), 143 Tenn. 571, 227 S.W. 41
2. TCA 49-6-3005
3. TCA 49-6-3001(a); TCA 49-6-3001(b)(1)
4. TCA 49-6-201(3); TCA 49-6-201(8)(d); TRR/MS 0520-1-3-.03(10)
5. 10 U.S.C. Sec. 5. 1400-1485

## Cross References:

Special Education Program 4.202  
Adult Education Program 4.208  
Special Education Students 6.500

# Wayne County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term:  <b>Home Schools</b>	Descriptor Code: <b>6.2021</b>	Issued Date: <b>9/9/10</b>
		Rescinds: <b>6.202</b>	Issued: <b>12/11/03</b>

A "home school" is a school conducted by parent(s) or legal guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (as defined by §49-50-801) which are supervised by such organization and which administer standardized achievement tests at the same time tests are given in their regular day schools are exempt from the following provisions, but must follow procedures issued by the State Department of Education.<sup>1</sup>

A parent wishing to conduct a home school shall meet the following requirements:

1. Provide notice to the director of schools by August 1 before the commencement of each school year of the intent to conduct a home school;
2. Submit to the director of schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher, whether a college preparatory or general course of education will be taught in grades 9-12, and a description of the courses to be taught each year;
3. Maintain attendance records, subject to inspection of the local director of schools;
4. Submit attendance records to the director of schools at the end of each school year;
5. Provide instruction for a least four (4) hours per day for the same number of instructional days as are required by state law for public schools;
6. Posses a high school diploma or GED in order to conduct classes in grades K-8 and possess at least a baccalaureate degree in order to conduct classes in grades 9-12, or proper State Department of Education exemption;
7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service;
8. Take action according to state law if home school student falls behind appropriate grade level;
9. Submit proof to the director of schools that the home school student has been vaccinated as required by law;
10. Submit proof to the director of schools that other health services and examinations as required by law have been received by the home school student; and

11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, the parent-teacher may employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the director of schools to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age 17), either in the home school or in a public, private or church-related school.

It shall be the policy of this Board that public school facilities shall be available for home school instruction only when all of the following conditions exist:

1. Special needs courses are being taught which require services unavailable to the home school student;
2. These services cannot be provided through any means other than the public schools;
3. Requests for services are made known by the home school parent when notice is given to the director of schools of the intent to conduct a home school;
4. The director of schools investigates requests and makes recommendations to the Board;
5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and
6. Approval by the Board on a case-by-case basis.

The director of schools, through the attendance supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the director of schools shall require the parents to enroll the child in a public, private or church-related school.

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Legal Reference:

1. TCA 49-6-3050

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review: Annually,  
in April**

## **School Admissions**

**6.203**

**12/11/03**

Rescinds:

**6.202**

Issued:

**08/05/96**

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;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> 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;
3. Evidence of state-required immunization;<sup>3</sup>
4. Social Security number.<sup>4</sup>

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.

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.

Parents 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 in writing. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. 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.<sup>5</sup>

### Legal References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-5102
5. TCA 49-6-3051



# Wayne County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>  Rescinds: <b>6.203</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

1. They must be approved by the director of schools.<sup>1</sup>
2. They must pay a tuition fee established annually by the Board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the state or from the student's resident system. Tuition for out-of-state non-resident students shall be charged at the same rate as the average cost per student in the system attended.<sup>2</sup>
3. Non-resident students must make application at least two weeks prior to the first day of school. After two (2) weeks prior to the beginning of school and thereafter during the remainder of the school year, students wishing to transfer into the system must also have the approval of the sending system.<sup>1</sup>
4. Students residing outside the state of Tennessee will not be allowed to enroll in the Wayne County School System.
5. Students who become residents of the school system will be refunded any unused portion of the tuition on a pro-rata basis.
6. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.
7. If a parent of a student teaches outside the school system of the parent's residency, the student may be allowed to attend such school system if the appropriate tuition requirements are met, provided that there is available room and teaching capacity and other determinations made by the Board according to applicable law.<sup>3</sup>

#### Legal References:

1. TCA 49-6-3104; TCA 49-6-3105;  
TRR/MS 0520-1-3-.03(11)(f-i)
2. TCA 49-6-3003; TCA 49-6-403 (f)
3. TCA 49-6-3113; TCA 49-6-3103

#### Cross Reference:

Foreign Exchange Students 6.502

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Student Assignment

Descriptor Code:

6.205

Issued Date:

12/11/03

Rescinds:

6.204

Issued:

08/05/96

### TO SCHOOLS

Students, including those in kindergarten, are expected to attend the school to which they are assigned by virtue of their residence. Students will enroll in the school of appropriate grade nearest their residence.<sup>1</sup>

Parents may elect to enroll their children in any school in the school system provided the parent provides transportation to and from that respective school and provided that such choice does not cause overcrowding in the chosen school.

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

### TO CLASSES

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

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

#### Legal Reference:

1. TCA 49-6-3102 through 3103; OP Atty. Gen. 99-055 (March 9, 1999)
2. TCA 49-6-3201

# Wayne County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Transfers Within the System</b>	Descriptor Code: <b>6.206</b>  Rescinds: <b>6.205</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 Transfer students will meet the same enrollment requirements as new students.

2  
3 Up to two (2) weeks prior to the beginning of the school year, a student may choose to attend a school  
4 within the system other than the one to which he/she is zoned.\*\* However, the student must provide his/  
5 her own transportation to and from the school.

6  
7 After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer  
8 to another unless there is a change in residence of the student's parents or guardian outside the area in  
9 which the student enrolled. Any exception to this policy must be brought before the director of schools  
10 for evaluation and decision.

11  
12 Students whose families transfer their residence to another school area after the first month of school may  
13 complete the school year at their former school. Students who present evidence that they will move during  
14 the school year and who desire to enroll in a new school in the new area may do so with prior written  
15 request for a change of school area. The director of schools may grant other exceptions to this policy for  
16 good and sufficient reasons.

17  
18 Principals shall allow credit for work transferred from other schools only when substantiated by official  
19 transcripts or successful completion of comprehensive written examinations approved, administered and  
20 graded by the principal or his/her designated representative.<sup>1</sup>

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34 Legal Reference:

35 1. TRR/MS 0520-1-3-.03 (11)(a-e)

36 \*\* Not effective in event of federally-mandated desegregation order.

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Withdrawals

Descriptor Code:

6.207

Issued Date:

12/11/03

Rescinds:

6.206

Issued:

08/05/96

1 Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from  
2 school.

3  
4 If a student drops a class or withdraws from school during a grading period, each teacher will record on  
5 the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.  
6

7 The principal will ensure that all information is completed on a student's records before a transcript is sent  
8 to another school.  
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Cross Reference:

Student Records 6.600

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

**Release During School Hours**

Descriptor Code:

**6.208**

Issued Date:

**12/11/03**

Rescinds:

**6.207**

Issued:

**08/05/96**

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - (b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.<sup>2</sup>
6. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.<sup>1</sup>

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Legal References:

1. TRR/MS 0520-1-7-.03
2. TCA 36-6-105

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Child Custody/Parental Access</b>	Descriptor Code: <b>6.209</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless  
2 a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds  
3 responsible for the education and welfare of that child.

4  
5 Parents or guardians shall have the right to receive information contained in school records concerning  
6 their minor child. <sup>1</sup> The Board, unless informed otherwise, assumes there are no restrictions regarding the  
7 non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are  
8 made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit  
9 a certified copy of the court order which curtails these specific rights.

10  
11 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given  
12 access to all of the student's educational records including but not limited to the student's cumulative file  
13 and the student's special education file, if applicable. <sup>2</sup>

14  
15 No principal or teacher shall permit a change in the physical custody of a child at school unless:

- 16  
17 1. The person seeking custody of the child presents the school official with a certified copy of  
18 a valid court order from a Tennessee court designating the person who has custody of the  
19 child; and  
20  
21 2. The person seeking custody shall give the school official reasonable advance notice of his/her  
22 intent to take custody of the child at school. <sup>3</sup>

## Legal References:

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35 1. 20 U.S.C. § 1232g  
36 (Family Educational Rights and Privacy Act of 1974)  
37 2. TCA 49-6-902  
38 3. TCA 36-6-105

## Cross Reference:

Student Records 6.600-604

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Code of Behavior and Discipline

Descriptor Code:

6.300

Issued Date:

12/11/03

Rescinds:

6.300

Issued:

08/05/96

1 The director of schools shall be responsible for the overall implementation and supervision of the Board's  
2 Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and  
3 fair application of the Code.  
4

5 The principal of each school shall be responsible for implementation and administration in his/her school  
6 and shall apply the Code uniformly and fairly to each student at the school without partiality and  
7 discrimination.  
8

9 The Board delegates to the director of schools the responsibility of developing more specific codes of  
10 behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior  
11 high and senior high. The development of each code shall involve principals and faculty members of each  
12 level of school and shall be consistent with the content of the Board's Code.  
13

14 A copy of the Code shall be posted at each school and school counselors shall be supplied copies for  
15 discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative  
16 staff and parents shall be provided copies of the Code. <sup>1</sup>  
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34 Legal Reference:

35 1. Student and Employee Safe Environment Act of 1996 ; TCA 49-6-4011, et. al.  
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# Wayne County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Rights and Responsibilities</b>	Descriptor Code: <b>6.301</b>  Rescinds: <b>6.301</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 The Board expects all school staff, students and parents to assume the responsibility for appropriate  
2 behaviors in the school.

3  
4 Each student has the right to:

- 5
- 6 1. Have the opportunity for a free education in the most appropriate learning environment;
- 7 2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- 8 3. Expect that the school will be a safe place;
- 9 4. Have an appropriate environment conducive to learning;
- 10 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or
- 11 disabilities<sup>1</sup>; and
- 12 6. Be fully informed of school rules and regulations.
- 13

14 Each student has the responsibility to: <sup>2</sup>

- 15
- 16 1. Know and adhere to reasonable rules and regulations established by the Board;
- 17 2. Respect the human dignity and worth of every other individual;
- 18 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 19 4. Study and maintain the best possible level of academic achievement;
- 20 5. Be punctual and present in the regular school program;
- 21 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and
- 22 safety;
- 23 7. Maintain and/or improve the school environment, preserve school and private property, and
- 24 exercise care while using school facilities;
- 25 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational
- 26 process;
- 27 9. Respect the authority of school administrators, teachers and other authorized personnel in
- 28 maintaining discipline in the school and at school-sponsored activities;
- 29 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other
- 30 unauthorized substances or materials; and
- 31 11. Possess on school grounds only those materials which are acceptable under the law and accept
- 32 the consequences for articles stored in one's locker.
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38 Legal References:

- 39 1. 20 U.S.C. § 1703
- 40 2. TCA 49-6-3401
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# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

**Procedural Due Process**

Descriptor Code:

**6.3021**

Issued Date:

**9/9/10**

Rescinds:

**6.302**

Issued:

**12/11/03**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. The principal or designee will conduct an inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he/she is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the discipline hearing authority.<sup>3</sup>

## Legal References:

1. Ingraham v. Wright, 430 U.S. 651 (1977)
2. Goss v. Lopez, 410 U.S. 565, (1975)
3. TCA 49-6-3401 (c)(4)(A)

## Cross References:

Interrogations and Searches 6.303  
Discipline Procedures 6.313  
Disciplinary Hearing Authority 6.317

# Wayne County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.303</b>	Issued: <b>08/05/96</b>

## INTERROGATIONS BY SCHOOL PERSONNEL

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

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

## INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

## POLICE-INITIATED INTERROGATIONS

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

## SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

#### USE OF ANIMALS

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

#### USE OF METAL DETECTORS

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

The director of schools shall develop procedures for use of metal detectors.

### SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

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#### Legal References:

1. TCA 49-6-4202 through TCA 49-6-4212

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#### Cross References:

Procedural Due Process 6.302  
Child Abuse and Neglect 6.409

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

**Student Discrimination,  
Harassment, Bullying,  
Cyberbullying and Intimidation**

Descriptor Code:

**6.3041**

Revised Date:

**10/10/13**

Rescinds:

**6.304**

Issued:

**12/11/13**

The Wayne County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover 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. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## **DEFINITIONS**

**Bullying/Intimidation/Harassment** – An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**Cyber-bullying** – A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

**Hazing** – An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**COMPLAINTS AND INVESTIGATIONS**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>2</sup> All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation to this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

**RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the complaint manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

**REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

**RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

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**Legal References:**

1. TCA 49-6-1016
2. Title IX (20 U.S.C. §§ 1681-1686)
3. TCA 49-2-120

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**Cross References:**

Appeals To & Appearances Before the Board 1.608  
Staff-Student Relations 5.610  
Student Complaints and Grievances 6.305

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Student Concerns, Complaints and Grievances

Descriptor Code:

6.305

Issued Date:

12/11/03

Rescinds:

Issued:

### STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

### DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

*Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager.<sup>1</sup> Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

*Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint



1 and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2)  
2 as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school  
3 representative will meet with and advise the complainant regarding the findings, and whether corrective  
4 measures and/or disciplinary action were taken. The investigation and response to the complainant will  
5 be completed within thirty (30) school days. Copies of the report will be sent to the student, principal,  
6 Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's  
7 file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep  
8 the Board informed of all complaints.  
9

10 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by  
11 the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The  
12 director of schools will review the investigation, make any corrective action deemed necessary and  
13 provide a written response to the complainant. If the complainant is not in agreement with the director  
14 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The  
15 Board shall, within thirty (30) days from the date the appeal was received, review the investigation and  
16 the actions of the director of schools and may support, amend or overturn the actions based upon review  
17 and report their decision in writing to the complainant.  
18

### 19 APPOINTING COMPLAINT MANAGERS

20  
21 The director of schools shall appoint at least two complaint managers, one of each gender for each school.  
22 The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert  
23 into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)  
24

25 This policy shall be published in the parent/student handbook distributed annually to every student.  
26 Building administrators are responsible for educating and training their respective staff and students as  
27 to the definition and recognition of discrimination/harassment.  
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32 (*Note: Title IX regulations require districts to identify the name, address and telephone number of the*  
33 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*  
34 *adopted with a person's name in it; rather, the identifying information can be added and amended as*  
35 *necessary.*  
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#### 42 Legal References:

43 I. Title IX, Education Amendment of 1972,  
44 20 U.S.C. §1681, et seq.  
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#### Cross References:

Appeals To & Appearances Before the Board 1.404  
Section 504/ADA Grievance Procedures 1.802  
Discrimination/Harassment of Students 6.304

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Interference/Disruption of School Activities

Descriptor Code:

6.306

Issued Date:

12/11/03

Rescinds:

6.306

Issued:

08/05/96

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.<sup>1</sup> This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>2</sup>

### Legal References:

1. TCA 49-6-4102
2. TCA 49-6-3401

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.307</b>	Issued: <b>08/05/96</b>

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug  
2 Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

- 3
- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered
- 7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug service
- 9 providers, law enforcement agencies and judicial officials.

10  
11 Through the use of state guidelines the director of schools shall be responsible for:

- 12
- 13 1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
- 14 2. Providing adequate information and training for all staff personnel as appropriate to their respon-
- 15 sibilities;
- 16 3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> ;
- 17 4. Developing administrative rules and guidelines for the school system to effectively respond to
- 18 alcohol and drug situations that may occur at school or school-sponsored events; and
- 19 5. Providing notification to parents and students that compliance with this policy is mandatory.

20  
21 Students will not consume, possess, use, sell ,distribute or be under the influence of illegal drugs or alcoholic  
22 beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-  
23 sponsored activity, function or event whether on or off school grounds. This includes but is not limited  
24 to abuse of inhalants and prescription drugs.<sup>3</sup>

25  
26 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy.  
27 Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion  
28 as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation program may also be  
29 recommended.

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31 Information about drug and alcohol counseling and rehabilitation programs will be made available through  
32 the school office.

## 33 34 35 Legal References:

- 36
- 37 1. TRR/MS 0520-1-3-.08(2)(d)
- 38 2. 20 USCA § 7116; 34 CFR § 86.200.
- 39 3. TCA 39-17-417; TCA 39-17-715
- 40 4. TCA 49-6-4209; TCA 49-6-3401
- 41

## Cross References:

Drug-Free Workplace 1.804  
Zero Tolerance Offenses 6.309  
Suspension/Expulsion/Remand 6.316

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

## **Student Alcohol and Drug Testing**

Descriptor Code:

**6.3071**

Issued Date:

**12/11/03**

Rescinds:

Revised:

**03/08/12**

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of the presence of drugs and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.
6. Upon reasonable suspicion on a drug or alcohol violation the parents and the police will be called. In cases where the police are asked to assist in the interrogation of a student the principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogations and give them the opportunity to be present unless circumstances require otherwise. The principal or his/her designee shall be present during the interrogation (Policy 6.303 Interrogation and Searches)
7. Inform the student and parents of the substance of the information available to him/her which is the basis for the determination that a drug test is necessary.
8. Inform the student and parents that a drug test must be administered the same day as the offense, and that refusal to take a drug test will result in a presumption of guilt for disciplinary purposes which may result in a suspension or expulsion from school, and that principals have a refusal form for the student and parents to sign if they decline the test.

Legal Reference:

1. TCA 49-6-4213

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Drug Testing for Extracurricular Activities

Descriptor Code:

6.3072

Issued Date:

12/11/03

Rescinds:

Issued:

Students in grades seven (7) through twelve (12) participating in school sponsored extracurricular activities are subject to random drug testing. The drug testing program is designed to create a safe, drug-free environment for students involved in extracurricular activities and assist them in getting help when needed.

The parent or guardian and the student will be required to sign a written consent for drug testing prior to participation. Refusal or failure of the student, parent, or guardian to give permission for testing will result in the student not being allowed to participate in extracurricular activity. The parent or guardian of any student in grades seven (7) through twelve (12) may voluntarily sign a form to participate in the random drug-testing program.

The student will be subject to testing for the use and/or abuse of illegal or controlled substances as well as unauthorized prescription drugs or medications. Testing will be accomplished by the analysis of urine specimens, or other analytical procedures, obtained from the student. Specimens will be collected in a manner to ensure student privacy to the greatest extent possible while maintaining the integrity of the testing. Any time a student refuses to be tested, he or she will be suspended from the extracurricular activity for the remainder of the school year. The testing procedures will ensure that the specimen being analyzed is identified with appropriate student and that the purity of the sample is maintained. All chemical analysis will be conducted by a professional laboratory approved by the Board of Education, and the results will be mailed only to the superintendent. The superintendent will notify the principal of any positive results. Only the superintendent, principals, and directors of extracurricular activities shall have access to the results.

Students who have been or are taking prescription medication must notify the collecting technician, principal or director of the extracurricular activity prior to being tested and provide verification of prescription (either by a copy of the prescription or by doctor's authorization).; Students who refuse to provide verification and test positive will be subject to the actions specified for "positive tests."

Random testing will be conducted during the period of participation in the extracurricular activity. Students will be selected for drug testing when their names are randomly generated by a third party computer from a "pool" of participating students.

If results of testing are positive the following actions will be taken:

### First Offense:

1. Parent or guardian will be notified.
2. A due process hearing will be conducted by the principal with the parent or guardian and student to allow the student and/or his/her representative to be heard.
3. The student will be suspended from school sponsored extracurricular activities for 90 school days or one semester.

4. A list of available counseling and/or treatment programs will be provided. The student will be required to attend drug and alcohol counseling.
5. Before participating in extracurricular activities again, the student must submit results of a drug test which are negative and at the expense of the parent or guardian.

**Second Offense:**

1. Parent or guardian will be notified.
2. A due process hearing will be conducted by the principal with the parent or guardian and student to allow the student and/or his/her representative to be heard.
3. The student will be suspended from school sponsored extracurricular activities for one calendar year.
4. A list of available counseling and/or treatment programs will be provided. The student will be required to attend drug and alcohol counseling.
5. Before participating in extracurricular activities again, the student must submit results of a drug test which are negative and at the expense of the parent or guardian.

**Third Offense:**

1. Parent or guardian will be notified.
2. A due process hearing will be conducted by the principal with the parent or guardian and student to allow the student and/or his/her representative to be heard.
3. The student will be suspended from school sponsored extracurricular activities for two calendar year.
4. A list of available counseling and/or treatment programs will be provided. The student will be required to attend drug and alcohol counseling.
5. Before participating in extracurricular activities again, the student must submit results of a drug test which are negative and at the expense of the parent or guardian.

**Education**

At the time of their initial participation and annually thereafter, students participating in extracurricular activities will be advised in writing of the purpose and procedures of the drug education and testing program.

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

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## Bus Conduct

6.308

12/11/03

Rescinds:

6.308

Issued:

08/05/96

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school  
2 bus except students assigned to that bus or parents of students or other persons with lawful and valid  
3 business on the bus.<sup>1</sup>

4  
5 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus  
6 in a manner consistent with the established standards for safety and classroom behavior.

7  
8 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable  
9 directions given by him/her shall be followed.

10  
11 The principal of the student transported shall be informed by the bus driver of any serious discipline  
12 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
13 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/  
14 she disobeys state or local rules and regulations pertaining to student transportation.

15  
16 The suspension of a student from riding the school bus shall follow the same procedures as for any other  
17 school suspension.

18  
19 Any student who gets off the bus at any point between the pick-up point and school must present the bus  
20 driver with a note of authorization from the parent or the principal of the school that the student attends.

21  
22 Any student wishing to ride a bus other than his/her designated bus must have written parental permission  
23 and the approval of the principal or his/her designee.

24  
25 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the  
26 discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

### 27 28 USE OF VIDEO CAMERAS

29  
30 Video cameras may be used to monitor student behavior on school vehicles transporting students to and  
31 from school or extracurricular activities.

32  
33 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
34 established Board policy and regulations governing student conduct and discipline.

35  
36 The district shall comply with all applicable state and federal laws related to video recordings when such  
37 recordings are considered for retention as part of the student's behavioral record as determined by the  
38 district and in accordance with the law.

1 Video surveillance shall be used only to promote the order, safety and security of students, staff and  
2 property.

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4 The director of schools is directed to develop procedures governing the use of video cameras in  
5 accordance with the provisions of the law and established Board policies.  
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41 Legal Reference:

42 1. TCA 49-6-2008  
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Cross References:

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316  
Student Records 6.600-604



# Wayne County Board of Education

Monitoring Review: Annually, In April	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: 6.309	Issued Date: 12/11/2003
		Rescinds: 6.309	Issued: 08/05/96

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

## **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.<sup>1</sup>

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>  
Violators of this section shall be subject to suspension and/or expulsion from school.

### **Firearms (as defined by U.S.C. § 921)<sup>3</sup>**

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

## **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

## **BATTERY**

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>6</sup>

## NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>6</sup>

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### Legal References:

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)
3. 18 U.S.C. 921
4. 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)
5. TCA 49-6-3401(g);TCA49-6-4216(b)
6. TCA 49-6-4209; TCA 39-17-1312

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### Cross References:

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in April

## Dress Code

6.310

12/11/03

Rescinds:

6.310

Issued:

08/05/96

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. <sup>1</sup> Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

### Legal Reference:

1. TCA 49-6-4215; TCA 49-1-302(2)(j)

### Cross References:

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in April

## Care of School Property

6.311

12/11/03

Rescinds:

6.311

Issued:

08/05/96

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

### Legal Reference:

1. TCA 37-10-101 through 103

### Cross References:

Visitors to the School 1.501  
Security 3.205  
Student Fees and Fines 6.709

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

**Use of Personal Communication  
Devices in School**

Descriptor Code:

**6.312**

Revised Date:

**11/10/16**

Rescinds:

**6.312**

Issued:

**2/12/09**

In order to further ensure the safety of students while at school, school sponsored events and traveling to and from school, the Wayne County School System will allow students to possess cell phones and other electronic communication devices on school property provided they follow school policies regarding their use.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

The use of cell phones on campus during the instructional day is prohibited. The instructional day is defined as the time period between when a student enters the building and the first dismissal bell and includes breakfast and lunch periods, breaks, restroom breaks and class changes.

Cell phones should be turned OFF during the instructional day and should be stored in a locker, backpack, purse, pocket, or another place where they are not visible during the school day. At no time should students carry an exposed cell phone. Cell phones that are visible and/or in use are a violation of this policy. Students found to be in violation are subject to the following disciplinary actions:

First Offense - Confiscation of the device including the "SIM Card" for one week

Second Offense - Confiscation for two weeks

Third Offense - Confiscation for three weeks

Following the Third Offense - At the discretion of the principal

Parents should continue to call the school for any emergency situation. School administrators will contact your son/daughter. Parents are asked to refrain from contacting students by cell phone during the school day.

The school system is not responsible for lost or stolen electronic devices.

# Wayne County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.313</b>	Issued: <b>08/05/96</b>

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties. <sup>1</sup>

## **MISBEHAVIORS: Level I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures 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  
Nondefiant failure to do assignments or carry out directions  
Harassment (Sexual, Racial, Ethnic, Religious)

### *Disciplinary Procedures:*

Immediate intervention by the staff member.  
Determine what offense was committed and its severity.  
Determine offender and that he/she understands the nature of the offense.  
Employ appropriate disciplinary options.  
Record of the offense and disciplinary action maintained by staff member.

### *Disciplinary Options:*

Verbal reprimand  
Special Assignment  
Restricting activities  
Assigning work details  
Counseling  
Withdrawal of privileges  
Issuance of demerits which might affect citizenship or department grades  
Strict supervised study  
Detention  
Corporal punishment  
In-school suspension

**MISBEHAVIORS: Level II**

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

*Examples (not an exclusive listing):*

Continuation of unmodified Level I behaviors  
School or class tardiness  
School or class truancy  
Use of tobacco in unauthorized areas  
Using forged notes or excuses  
Disruptive classroom behavior  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.  
Principal meets with student and teacher.  
Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.  
Principal takes appropriate disciplinary action and notifies teacher of action.  
Record of offense and disciplinary action maintained by principal.

*Disciplinary Options:*

Teacher/schedule change  
Modified probation  
Behavior modification  
Social probation  
Peer counseling  
Referral to outside agency  
In-school suspension  
Transfer  
Detention  
Suspension from school-sponsored activities or from riding school bus  
Corporal punishment  
Restricting school related honors student is otherwise due  
Out-of-school suspension not to exceed ten (10) days.

**MISBEHAVIORS: Level III**

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

*Examples (not an exclusive listing):*

Continuation of unmodified Level I and II behaviors  
Fighting (simple)  
Vandalism (minor)  
Stealing  
Threats to others  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.  
Principal meets with student and teacher.  
Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.  
Principal takes appropriate disciplinary action.  
Principal may refer incident to the director of schools and make recommendations for consequences.  
If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.  
Any change in school assignment is appealable to the Board.  
Record of offense and disciplinary action maintained by principal or director of schools.

*Disciplinary Options:*

In-school suspension  
Detention  
Corporal punishment  
Restitution from loss, damage or stolen property  
Out-of-school suspension not to exceed ten (10) days  
Social adjustment classes  
Transfer  
Expulsion

#### **MISBEHAVIORS: Level IV**

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 action by the Board.

*Examples (not an exclusive listing):*

Unmodified Level I, II and III behaviors  
Death threat (hit list)  
Extortion  
Bomb threat



1 Possession/use/transfer of dangerous weapons \*  
2 Assault  
3 Battery \*  
4 Vandalism  
5 Theft/possession/sale of stolen property  
6 Arson  
7 Possession of unauthorized substances \*  
8 Use/transfer of unauthorized substances  
9 Harassment (Sexual, Racial, Ethnic, Religious)

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11 *Disciplinary Procedures:*

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13 Principal confers with appropriate staff members and with the student.  
14 Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.  
15 Parents are notified.  
16 Law enforcement officials are contacted.  
17 Incident is reported and recommendations made to the director of schools.  
18 Complete and accurate reports are submitted to the director of schools.  
19 Student is given hearing before disciplinary hearing authority.  
20

21 *Disciplinary Options*

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23 Expulsion  
24 Alternative schools  
25 Other hearing authority or Board action which results in appropriate placement  
26 \* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification  
27 by the director of schools on a case-by-case basis.  
28

29 **ADDITIONAL GUIDELINES:**

- 30  
31 1. A student shall not be suspended solely because charges are pending against him/her in juvenile  
32 or other court.  
33 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten  
34 (10) days for the same offense.<sup>2</sup>  
35 3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade  
36 because of discipline problems except in deportment or citizenship.  
37 4. A student shall not be denied the passing of a course or grade promotion solely on the basis  
38 of absences except as provided by board policy.  
39 5. A student shall not be denied the passing of a course or grade promotion solely on the basis  
40 of failure to:  
41 a. pay any activity fee;  
42 b. pay a library or other school fine; or  
43 c. make restitution for lost or damaged school property.  
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46 Legal Reference:

- 47 1. TCA 49-6-4012 through 4015  
48 2. TCA 49-6-3007(h)  
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# Wayne County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>11/12/09</b>
		Rescinds: <b>6.314</b>	Issued: <b>12/11/03</b>

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools<sup>1</sup> in accordance with the following guidelines:<sup>2</sup>

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstance;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee.
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.<sup>3</sup>

## Legal References

1. TCA 49-6-4103; *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. TCA 49-6-4104
3. TCA 10-7-504(b)

## Cross References

Discipline Procedures 6.313  
Student Records 6.600-604

# Wayne County Board of Education

Monitoring:  Review: <b>Annually, in April</b>	Descriptor Term:  <b>Suspension/Expulsion/Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.315</b>	Issued: <b>08/05/96</b>

## DEFINITIONS:<sup>1</sup>

**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 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:<sup>2</sup>

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 counselling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;<sup>3</sup>
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;<sup>3</sup>
10. Engaging in behavior which disrupts a class or school-sponsored activity;

11. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
12. Any other conduct prejudicial to good order or discipline in any school.

#### IN-SCHOOL SUSPENSION:<sup>4</sup>

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.

#### PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:<sup>5</sup>

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 (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
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.
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.

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Legal References:

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(b)(1)
5. TCA 49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 § 615

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Cross References:

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

# Wayne County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Disciplinary Hearing Authority</b>	Descriptor Code: <b>6.317</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.316</b>	Issued: <b>08/05/96</b>

A Disciplinary Hearing Authority (DHA)<sup>1</sup> will conduct hearings for students who have been suspended expelled/remanded for more than ten (10) school days. The Board shall appoint members to the DHA which shall consist of five (5) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman or designee shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion; and
5. Sign and maintain a copy of minutes of meeting.

Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and /or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend/Expel/Remand the student for a specified period of time.\*

If a review of the hearing is requested by either the student or principal, the Board shall either review the record or grant a second hearing.

If the Board chooses to review the record it shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty\*; or
3. Grant a hearing before the Board.

1 If the Board chooses to grant a hearing, it may:

- 2
- 3 1. Affirm the decision of the hearing authority; or
- 4 2. Modify the decision in any manner\*; or
- 5 3. Impose a more severe penalty than that of the hearing authority.
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8 **\* Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a**

9 **school employee) require mandatory calendar year expulsion or assignment to alternative placement**

10 **for a calendar year unless modified by the director of schools.**

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41 Legal Reference:

42 I. TCA 49-6-3401(c)(4)

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Cross References:

Procedural Due Process 6.302

Suspension/Expulsion/Remand 6.316

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in April**

Descriptor Term:

## **Admission of Suspended or Expelled Students**

Descriptor Code:

**6.318**

Issued Date:

**12/11/03**

Rescinds:

**6.317**

Issued:

**08/05/96**

The board may deny admission of any student (except those in state custody) who have 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 or designee 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 Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision.

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.<sup>1</sup>

**Legal Reference:**

1. TCA 49-6-3401 (f); 20 U.S.C. A § 1232G(b)(4)(h)

**Cross References:**

School Admissions 6.203  
Student Records 6.600-604



# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Alternative School Programs</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.318</b>	Issued: <b>08/05/96</b>

The Board shall operate an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs.<sup>1</sup> Attendance in alternative school programs shall be mandatory and students attending an alternative school located other than at their home school shall provide their own transportation.

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

Sufficient textbooks, equipment and supplies shall be provided by the home school.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education<sup>2</sup> and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools.<sup>1</sup>

Except students who are eligible for special education, such change in a student's program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school counselor and the student, with or without the parents being present.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school for the duration of the original intended suspension or expulsion. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. The final decision on such removal shall be made by the chief administrator of the alternative school.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.

#### Legal Reference:

1. TCA 49-6-3402; OP Tenn. Atty. Gen. 93-43 (May 12, 1993)
2. TRR/MS 0520-1-2-.09

#### Cross References:

Special Education 4.202  
Suspension/Expulsion/Remand 6.316  
Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Student Guidance Program

Descriptor Code:

6.400

Issued Date:

12/11/03

Rescinds:

6.400

Issued:

08/05/96

Each school shall provide a guidance program for all students through the cooperative efforts of the principal, teachers and school counselor.<sup>1</sup>

The program of guidance services shall include such services and activities as:

1. Orientation of parents and students to the school program;
2. Preventative and developmental counseling to students in order to prepare them for their school responsibilities and their social and physical development;<sup>2</sup>
3. Student referral and/or welfare provisions;
4. Collection and maintenance of student data and record systems;
5. Student program planning and placement;
6. Educational and occupational information for use by students, parents and teachers; and
7. Scheduling student courses and resolving conflicts.

The classroom teacher, because of close contacts with the student, shall be a key person in the guidance program.

The junior and senior high school guidance departments shall provide leadership to teachers in the guidance area and help them in the selection of guidance tools and materials and in the administration and interpretation of individual or group tests.

School administrators are authorized to work with recognized groups who may furnish special services to students.

### Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(b)
2. TCA 49-6-303

### Cross References:

Advanced College Placement 4.203  
Enrollment in College Level Courses 4.205  
Graduation Requirements 4.605  
Testing Programs 4.700

# Wayne County Board of Education

Monitoring:

**Review: Annually,  
in May**

Descriptor Term:

## **Student Health Services**

Descriptor Code:

**6.401**

Issued Date:

**12/11/03**

Rescinds:

Issued:

The major objective of student health services is to protect and promote the health of the student. This responsibility is shared by all individuals and agencies in the community.

To obtain this objective:

1. A safe, sanitary, healthful school environment shall be provided; and
2. Basic principles of healthful living shall be taught.

The student health services program<sup>1</sup> shall include:

1. Identification of physical, mental or emotional characteristics of students which will prevent them from attaining their potentialities through public education;
2. Evidence of a complete medical examination of every student entering school for the first time;
3. Proof of immunization except those who are exempt by statute;
4. A medical examination as directed by the TSSAA of every student prior to participation in interscholastic athletics;
5. A cumulative health record;
6. A record for each student which contains information as to how and where to contact parents in case of emergency;
7. A report of each accident taking place while the student is under the jurisdiction of the school;
8. Plan of taking care of sick or injured students;
9. Procedures for reporting suspected child abuse or neglect;
10. Plan for dealing with communicable diseases;
11. Procedures for dispensing medication;
12. Teacher referral of students for available health service; and
13. Method for evaluating criteria, including the extent and use of available health services based upon the needs of students within the school.

Legal Reference:

1. TRR/Ms 0520-1-3-.08(e)(2)

Cross References:

Communicable Diseases 6.403  
Medicines 6.405

# Wayne County Board of Education

Monitoring <b>Review: Annually In May</b>	Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>9/10 /2015</b>
		Rescinds: <b>6.4001</b>	Issued: <b>12/11/2003</b>

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is  
2 viewed as contributory to a greater understanding of the teaching-learning process, the project does not  
3 violate the goals of the Board, and the disruption of the regular school program is minimal. The director of  
4 schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or  
5 evaluations by agencies, organizations or individuals. The requests shall outline what is to be done, who is to  
6 be involved and how the results will be used and distributed. <sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified  
8 of their ability to review the materials. Such notification shall include information indicating the purpose of the  
9 survey, analysis, or evaluation as well as who will have access to the results. Following such notification and  
10 prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of  
11 participation.

12 The director of schools shall develop procedures for granting such parental requests and to implement the  
13 other provisions of this policy.<sup>5</sup>

14 No student shall be required as part of any program, to submit to a survey, analysis or evaluation that reveals  
15 information concerning:<sup>2,5</sup>

- 16 1. mental or psychological problems of the student or the student's family;
- 17 2. sexual behavior or attitudes;
- 18 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. legally privileged relationships;
- 21 6. income;
- 22 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain wave
- 23 patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture,
- 24 and eye-tracking.<sup>6</sup>

25 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an  
26 unemancipated minor, without the prior written consent of the parent.<sup>5</sup>

27 The collection of the following student data is strictly prohibited.<sup>7</sup>

- 28 1. political affiliation or voting history;
- 29 2. religious practices; and
- 30 3. firearm ownership.

**COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**<sup>3</sup>

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected.

Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:<sup>4</sup>

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines and programs providing access to low-cost literary products.
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. Student recognition programs.

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**Legal References**

1. TCA 49-2-211
2. 20 USCA § 1232h
3. No Child Left Behind, Part F § 1061 (1)(E) & (f) & (2)
4. No Child Left Behind, Part F § 1061 (4)(A)
5. TCA 49-2-211
6. TCA 49-1-706
7. TCA 49-1-705

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**Cross References**

Testing Programs 4.700

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

## Physical Examinations and Immunizations

Descriptor Code:

6.402

Issued Date:

12/11/03

Rescinds:

6.402

Issued:

08/05/96

### PHYSICAL EXAMINATIONS

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

1. Entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; <sup>1</sup> and
2. Participation as a member of any athletic team or in any other strenuous physical activity program.<sup>2</sup>

Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. <sup>3</sup>

Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the school district will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.<sup>4</sup>

### IMMUNIZATIONS

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health.<sup>1,5</sup> It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.<sup>6</sup>

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

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

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
2. TRR/MS 0520-1-3-.08(2)(b)
3. TCA 49-6-5001(b)(1)
4. P.L. 107-110 Part F § 1061 (1)(D); (2)(B) & (4)(B)
5. TCA 49-6-5001(a)
6. TCA 49-6-5001(b)(2)

# Wayne County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Student Communicable Diseases</b>	Descriptor Code: <b>6.403</b>  Rescinds: <b>6.403</b>	Issued Date: <b>12/11/03</b>  Issued: <b>08/05/96</b>
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1 No student will be denied an education solely because of a communicable disease, and his/her educational  
2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

3  
4 Parents or guardians of infected students shall inform appropriate school officials of the infection so that  
5 proper precautions for the protection of other students, employees, and the infected student shall be taken.

6  
7 No student with a communicable disease which may endanger the health of either himself/herself or other  
8 individuals will enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has reason to believe  
9 a student has a communicable disease which may endanger the health of either himself/herself or other  
10 individuals in the regular school setting, the principal shall:

- 11  
12 1. Assign the student to a setting which will protect other students, employees and the student  
13 himself; or  
14  
15 2. Exclude the student from school until certification is obtained from a physician or the County  
16 Health Department by either the parent or principal stating that the disease is no longer commu-  
17 nicable.

18  
19 If the principal has reason to believe that the student has a long-term communicable disease, the principal  
20 must require confirmation from a physician or the County Health Department as to the student's condition.  
21 If the student is confirmed to have a long-term communicable disease the principal shall refer the student  
22 for special education services.<sup>3</sup>

23  
24 The principal may request that further examinations be conducted by a physician or County Health  
25 Department and may request periodic re-examinations after the student has been readmitted to the school.<sup>2</sup>

26  
27 Expenses incurred from examinations requested by school officials shall be paid by the Board.

28  
29 The names of all students excluded from school under this policy will be forwarded to the office of the  
30 director of schools.

## 31 32 33 34 35 Legal References:

- 36 1. TRR/MS 0520-1-3-.08(2)(c)  
37 2. TCA 49-2-203(b)(2)  
38 3. TRR/MS 0520-1-3-.08(2)(g)(2)(v)

## Cross References:

Special Education 4.202  
Special Programs 4.206



# Wayne 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>4-14-16</b>
		Rescinds:	Issued: <b>12-11-03</b>

No student will be denied an education solely by reason of head lice infestation and his 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 school nurse to notify the parents in the event a child has pediculosis (head lice). The student will be sent home with written instructions for readmission and deadlines for satisfactory completion of the treatment.

Upon exclusion, 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)
- (2) satisfactory examination by a school health official

Treatment and prevention procedures will be developed by the director of school/school nurse and distributed to all classroom teachers.

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

A student will 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 will be marked as unexcused and referenced to the attendance supervisor at the proper time.

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Acquired Immune Deficiency Syndrome

Descriptor Code:

6.404

Issued Date:

12/11/03

Rescinds:

6.404

Issued:

08/05/96

### LIABILITY AND NON-DISCRIMINATION

Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV infected student from participating in the continuation of his/her education on the basis of HIV infection.

Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.

### ADMINISTRATIVE RESPONSIBILITIES

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be under the direct supervision of the director of schools.

The director of schools shall convene an evaluation team composed of the student's parents/guardian, the student's physician if s/he elects to attend, a physician or nurse from the Public Health Department as designated by the regional health officer and a representative of the local education agency as designated by the director of schools. The evaluation team shall evaluate and review the student's health status relative to attending school.

The director of schools shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding health status of the student reported to have HIV/AIDS. In addition, the director of schools will gather information regarding the student's cumulative school record. These records will be reviewed by the evaluation team.

The evaluation team shall assume responsibility for determining when a student's medical condition warrants the student's removal from the classroom. For any child determined as warranting removal from the classroom due to medical reasons, the school shall be responsible for determining the appropriate educational program for the child. The parent/guardian shall be included as part of the local decision-making process.

Because HIV/AIDS infection is a progressive disease, semi-annual medical and educational monitoring will be conducted by the evaluation team using the latest public health information.<sup>1</sup>

### CONFIDENTIALITY

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the director of schools in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file will be granted only to those persons who have the written consent of the infected student's

1 parents/guardians. Individuals will be informed of a student's HIV infection on a "Need To Know" basis,  
2 as decided by the evaluation team, with the written consent of the parent/guardian.<sup>2</sup>

3  
4 **Under no circumstances shall information identifying a student with AIDS be released to the public.<sup>3</sup>**

5  
6 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

7  
8 If a change in an HIV infected student's educational program becomes necessary (due to a secondary  
9 infection that constitutes a medically recognized risk of HIV transmission in the school setting or  
10 deteriorating health of the student) the director of schools, parent/guardian, and the treating physician will  
11 develop an appropriate educational program in the least restrictive environment which is legally and  
12 educationally sound. If the HIV infected student is receiving special education services, these services will  
13 be in agreement with established policies.

14  
15 Reassessment of educational placement will be conducted semi-annually.

16  
17 **CURRICULUM**

18  
19 The director of schools shall be responsible for developing instructional objectives to address each  
20 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for  
21 teaching AIDS education with these objectives.<sup>4</sup>

22  
23 The state AIDS curriculum and related instructional objectives will be used in grades K-12.  
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41 **Legal References:**

- 42 1. TRR/MS 0502-1-3-.08(2)(g)  
43 2. TCA 68-10-113  
44 3. 20 USC 1232(g); 34 CFR § 300.571-2  
45 4. TRR/MS 0520-1-3-.05(1)(c)

**Cross References:**

Section 504/ADA Grievance Procedures 1.802  
Special Education 4.202  
Special Programs 4.206

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in April

Descriptor Term:

**Medicines**

Descriptor Code:

**6.405**

Issued Date:

**12/11/03**

Rescinds:

**6.405**

Issued:

**08/05/96**

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations: <sup>1</sup>

Written instructions **signed by the parent** will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma)

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

1 The parent or guardian is responsible for informing the designated official of any change in the student's  
2 health or change in medication.

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4 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term  
5 administration of medication.  
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41 Legal References:

42  
43 1. TCA 49-5-415  
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Cross Reference:

Student Health Services 6.401

# Wayne County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Student Psychological Services</b>	Descriptor Code: <b>6.406</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.406</b>	Issued: <b>08/05/96</b>

1 The director of schools will develop a program for making psychological services available to all  
2 students.<sup>1</sup> This program shall cooperate with other agencies in consultative screening and assessment  
3 services.

4  
5 School counselors shall respect the right of privacy of the students they counsel. Confidentiality shall be  
6 maintained by the counselor except:

- 7 1. Where there is a clear and present danger to the student or other persons;
- 8 2. To consult with another psychologist when it is in the best interests of the student; or
- 9 3. When the student and/or parent waives this privilege in writing.

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12 When a counselor is in doubt about what information to release in a judicial proceeding, the counselor  
13 shall consult with the board attorney.

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35 Legal Reference:

36 1. TRR/MS 0520-1-3-.08(1)(c)

Cross Reference:

Testing Programs 4.700

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Confidential Communication of Students

Descriptor Code:

6.4061

Issued Date:

12/11/03

Rescinds:

Issued:

1 The main purpose of confidentiality is to offer students a relationship in which they will be able to deal  
2 with what concerns them without fear of disclosure. Therefore, it is the professional responsibility of  
3 school personnel to respect fully the right of privacy of students.  
4

5 Information received in confidence from a student may be revealed by the staff member who received the  
6 information when the health, welfare or safety of the student or other persons clearly is in jeopardy.  
7

8 Use of student's confidential communications to school personnel in legal proceedings is governed by  
9 statutes and regulations appropriate to the proceedings.  
10

11 In qualifying circumstances, a staff member may reveal confidential information to the building principal  
12 and other appropriate authorities who may reveal confidential information to a student's parents/legal  
13 guardians and other appropriate authorities, including law enforcement personnel.  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Student Social Services

Descriptor Code:

6.407

Issued Date:

12/11/03

Rescinds:

6.407

Issued:

08/05/96

Each school shall provide a social service program for all students through the cooperative efforts of the principal, teachers, and school counselor.<sup>1</sup>

The principal shall develop a program of social services which shall include such services and activities as:

1. Orientation of parents and students to the school program;
2. Student referral and/or welfare provisions;
3. Collection and maintenance of student data and record systems;
4. Educational information for use by students, parents and teachers;
5. Conflict resolution techniques; and
6. Referral information and/or outlets for referral for drug abuse counseling, pregnancy counseling, and psychological services.

The classroom teacher, because of close contacts with the student shall be a key person in the social services program.

School administrators are authorized to work with recognized groups who may furnish special services to students.

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(d)



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Supervision of Students

Descriptor Code:

6.408

Issued Date:

12/11/03

Rescinds:

Issued:

Students will be under the supervision of school personnel, either certified or noncertified, <sup>1</sup> at all times, including play periods and lunch periods, as well as during the school day and during extracurricular activities.

The principal shall assign students to school personnel and ensure proper supervision.

Legal Reference:

1. TCA 49-2-303(6)(10)(A)

Cross Reference:

Time Schedules and Extra Duty 5.602

# Wayne County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.408</b>	Issued: <b>08/05/96</b>

## REPORTING

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.<sup>1,2</sup> The report shall be made to the judge having juvenile jurisdiction or to the county office of the Department of Human Services or to the office of the chief law-enforcement official where the child resides.<sup>1</sup>

The report shall include:

1. The name, address and age of the child;
2. The name 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.<sup>1</sup>

The person reporting shall be immune from liability<sup>3</sup> and his identity shall remain confidential except when the juvenile court determines otherwise.<sup>4</sup>

The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>5</sup>

## INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations<sup>6</sup> including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>7</sup>

### Legal References:

1. TCA 37-1-403
2. TCA 37-1-412
3. TCA 37-1-409
4. TCA 37-1-408
5. TRR/MS 0520-1-3-.08(2)(e)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

### Cross Reference:

Interrogations and Searches 6.303

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Accidents and Illnesses</b>	Descriptor Code: <b>6.410</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.409</b>	Issued: <b>08/05/96</b>

1 Parent(s) of all students shall provide the schools with medical authorization which shall contain the  
2 following information:

- 3
- 4 1. Parents' location and phone number during the school day;
- 5
- 6 2. The name, address and phone number of the student's physician(s);
- 7
- 8 3. Directions in the event that medical treatment is needed;
- 9
- 10 4. Information concerning a student's particular physical disability or medical condition.
- 11

12 The authorization will be required annually and will be kept on file in the principal's office.

13  
14 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to  
15 render first-aid or ensure that it is rendered.

16  
17 In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick  
18 up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will  
19 be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency  
20 medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue  
21 until they are reached.

22  
23 Principals will inform the director of schools immediately of any serious injuries suffered by students while  
24 under jurisdiction of the school. A report of each accident taking place in a school will be filed in the  
25 offices of both the principal and the director of schools. Forms for reporting accidents will be made available  
26 from the office of the director of schools. In all accidents serious enough to require medical attention or  
27 requiring the student to be taken home, or in all cases that the staff member in charge deems desirable,  
28 reports will be made and filed as stated above.

29  
30 No student will be taken and left at home or sent home unless a parent, or someone designated by the  
31 parent(s), is at home to accept the responsibility of the student.

32  
33 Parents who object to the procedures contained in this policy shall submit to the principal a written  
34 emergency plan for his approval.

# Wayne County Board of Education

[Click here to choose a school board.](#)

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>04/13/06</b>
		Rescinds: <b>6.411</b>	Issued: <b>06/19/17</b>

The Wayne County 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 schools within the district create and implement an action plan related to 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 indicators 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 Wayne County School Board may consider recommendations of the Council in making policy changes or revisions.

Additionally, each school shall have a Healthy School Team consisting of teachers, students, parents and administrators.<sup>2</sup> The Team shall hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts.

## 1     **Monitoring and Policy Review**

2     The Director of Schools or designee will ensure compliance with the established district-wide nutrition  
3     and physical activity wellness policy.

4     In each school, the principal or designee shall ensure compliance with those policies in his/her school  
5     and will report on the school's compliance to the Director of Schools or designee.

## 6     **COMMITMENT TO NUTRITION**

7     All schools within the District shall participate in the USDA child nutrition programs, which may  
8     include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
9     Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

10    Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
11    time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
12    encouraged. All food including vending machines, fundraising items, and concessions must meet  
13    guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools. The USDA  
14    SMART Snack guidelines and applicable state statutes will be followed by all schools for foods and  
15    beverages sold to students on the school campus during the school day. Nutritional guidelines for all  
16    foods and beverages available on the school campus during the school day shall be consistent with  
17    Federal regulations for (1) School Meal Nutrition Standards and (2) the Smart Snacks in School  
18    Nutrition Standards.<sup>4,5,6</sup> The school principal/designee shall be responsible for overseeing the school  
19    district's compliance with the State Board of Education Rules and Regulations for sale of food items in  
20    the school district.<sup>2,5,6</sup>

## 21    **DISTRICT GOALS**

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

## 30    **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

31    The board recognizes that physical activity is extremely important to the overall health of a child.  
32    Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
33    of the school program.

34    Physical Education classes shall be offered as part of a standards based program designed to provide  
35    developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
36    physical education classes shall comply with the State Board of Education's Physical Education  
37    Standards. In addition to the district's physical education program, all schools will comply with TCA  
38    49-6-1022 Physical Activity Law.

- 1 Schools shall continue to offer after school sports and activities.
- 2 Physical activity shall not be employed as a form of discipline or punishment.
- 3 **COMMITMENT TO CURRICULUM<sup>3</sup>**
- 4 All applicable courses of study should be based on State-approved curriculum standards.
- 5 **SCHOOL HEALTH INDEX<sup>3</sup>**
- 6 All schools within the district shall annually administer a baseline assessment on each of the three
- 7 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
- 8 Council.
- 9 **RECORD KEEPING COMPLAINT**
- 10 The Director of Schools or designee shall ensure that records demonstrating compliance with
- 11 community involvement requirements are maintained and shall document that the school wellness
- 12 policy and triennial assessments are made available to the public.<sup>8</sup>

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Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669
8. 7 C.F.R. § 210.31(f)

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Cross References

# Wayne County Board of Education

Monitoring Review: Annually, in November	Descriptor Term: <b>Student Suicide Prevention</b>	Descriptor Code: <b>6.412</b>	Issued Date: <b>11/10/16</b>
		Rescinds:	Issued: <b>11/10/16</b>

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 information regarding The National Suicide Prevention Lifeline - 1-800-273-8255 (TALK).

## **PREVENTION<sup>1</sup>**

All district employees shall attend either the annual in-service 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.

The director of schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

## **INTERVENTION<sup>1</sup>**

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 ensure the student is placed under adult supervision. 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 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.<sup>2</sup>

If appropriate, the director of schools or designee shall contact the student's parent/guardian and provide the following information:

1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide;
2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted;
3. Ask the parent/guardian whether he/she is aware of the student's mental state;
4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.

The director of schools 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 or designee shall contact the Department of Children's Services.<sup>2</sup>

## ***Student Suicide Prevention***

The director of schools 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.

The director of schools or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the director of schools 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 a danger to themselves or others. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

### **POSTVENTION<sup>1</sup>**

Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis Management plan. At a minimum, the Crisis Management plan shall address the following:

1. Verification of death;
2. Preparation of postvention response to include support services;
3. Informing faculty and staff of a student death;
4. Information students that a death has occurred;
5. Providing information on the resources available to students.

The Crisis Team shall 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. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The director of schools or designee shall be responsible for all media inquiries.

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#### Legal References

1. Public Acts of 2016, Chapter No. 623
2. T.C.A. 37-1-403

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#### Cross References



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

**Special Education Students**

Descriptor Code:

**6.500**

Issued Date:

**12/11/03**

Rescinds:

**6.500**

Issued:

**08/05/96**

1 All disabled students between the ages of three and twenty-one(inclusive) shall receive the benefit of a  
2 free appropriate public education. This provides the assurance that these students will be educated with  
3 non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes  
4 only when the severity of the disabled is such that education in regular classes cannot be achieved  
5 satisfactorily.<sup>1</sup>  
6

7 Eligibility standards and options of service for special education services will be based upon the criteria  
8 for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board  
9 of Education.<sup>2</sup>  
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## Legal References:

- 33  
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35 1. TCA 49-10-102; TCA 49-10-103  
36 2. TRR/MS 0520-1-9-.06 &.07  
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# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Married and/or Pregnant Students

Descriptor Code:

6.501

Issued Date:

12/11/03

Rescinds:

6.501

Issued:

08/05/96

Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students.<sup>1</sup> They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students.<sup>2</sup>

These students shall be allowed to represent their school in all school activities. They shall further be eligible for elected offices and for receiving school honors and awards.

Upon verification by a physician that the pregnancy has reached a stage where the health of the student will be impaired, health services will be provided as for any other health-impaired student.<sup>3</sup>

No student shall bring a dependent child to the school premises for the purpose of child care during school hours, except for school operated or school sponsored child care services.

### Legal References:

1. 20 U.S.C. § 1703
2. *State vs. Priest* 27 S. 2d 173 (1946); *In re Goodwin*, 39 S. 2d 731 (1949)
3. TRR/MS 0520-1-2-.10(3)

### Cross Reference:

Special Programs 4.206

# Wayne County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Foreign Exchange Students</b>	Descriptor Code: <b>6.502</b>  Rescinds: <b>6.502</b>	Issued Date: <b>12/11/03</b>  Issued: <b>10/09/97</b>
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Any foreign student is eligible for acceptance into the foreign exchange student program, provided s/he 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> Before approval by the Board, the exchange program representative must make written application on behalf of the student in the local school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless s/he has been accepted **in writing** as a student by the director of schools/designee of the school in which s/he is to be enrolled. 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; and
3. An overcrowded situation will not be further aggravated.

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

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

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than five foreign students shall be placed in one school.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a faculty member as a student representative to serve as a liaison between the school and exchange program agency and as an advisor to exchange students.

The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of his/her stay. Exchange students shall not be eligible for free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by exchange students.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed twelve (12) months.<sup>2</sup>

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Legal Reference:

1. 22 CFR §514.2
2. Immigration and Nationality Act § 214(3)(m)(1)

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Cross Reference:

School Admissions 6.203

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in April

## Homeless Students

6.503

12/11/03

Rescinds:

Issued:

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:<sup>1</sup>

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

### ENROLLMENT/PLACEMENT

The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that nonhomeless students who lives in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the student's best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the student in deciding where the student shall be educated. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information.

The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin ("*school of origin*" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

**SERVICES**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meet eligibility criteria, such as educational programs for disadvantaged students, students with disabilities gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after- school care programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

**TRANSPORTATION**

In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin, the Wayne County School System will work with the school or origin to agree on a method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

**RECORDS**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

**COORDINATOR**

The Board designates the following individual to act as the district's homeless coordinator:

Lee Ann Staggs

P.O. Box 658/419 South Main Street

Waynesboro, TN 38485

931-722-3548 Ph 931-722-7579 Fax

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.

2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

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**Legal Reference:**

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725

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**Cross Reference:**

Student Transportation 3.400  
Parental Involvement 4.502  
Promotion and Retention 4.603  
School Admissions 6.203  
Migrant Students 6.504

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Migrant Students</b>	Descriptor Code: <b>6.504</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 The Board directs the administration to identify migratory students in the district, as required by law, and  
2 to develop written administrative procedures for ensuring that migrant students receive services for which  
3 they are eligible. In developing and implementing a program to address the needs of migratory students  
4 the district will:<sup>1</sup>

- 5
- 6 1. Identify migratory students and assess the educational and related health and social needs of each  
7 student.
- 8
- 9 2. Provide a full range of services to migrant students including applicable Title I programs, special  
10 education, gifted education, vocational education, language programs, counseling programs, elective  
11 classes, fine arts classes, etc.
- 12
- 13 3. Provide migratory children with the opportunity to meet the same statewide assessment standards  
14 that all students are expected to meet.
- 15
- 16 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their  
17 families and professional development for district staff.
- 18
- 19 5. Provide parents an opportunity for meaningful participation in the program.
- 20

21 If a migrant student is identified by the district, the director of schools or designee will notify the [name  
22 of state department] and request assistance if needed.

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34 Legal Reference:

- 35 1. P.L. 107-110 Part C §§1301-1309
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# Wayne County Board of Education

Monitoring <b>Review: Annually In May</b>	Descriptor Term: <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>9/10 /2015</b>
		Rescinds: <b>6.600</b>	Issued: <b>12/11/2003</b>

A cumulative record shall be kept for each student enrolled in school. the folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.<sup>1</sup>

The name used on the record of the student entering the school system must the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.<sup>7</sup>

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

## **ACCESS TO STUDENT RECORDS<sup>8</sup>**

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.<sup>2</sup> A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's\* prior written consent in the following instances:

To comply with a judicial or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure:

1. If the disclosure is an item of directory information;
2. To comply with the requirements of child abuse reports to the extend known by the school officials, including the name, address, and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report.<sup>3</sup>
3. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported educational programs in the school system;

4. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;

5. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;

6. To accrediting organizations to carry out their accrediting functions;

7. When a student seeks or intends to enroll in another school district or post-secondary school. Parent(s) of students or eligible student have a right to obtain copies of records transferred under this provision.<sup>4</sup>

8. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.

9. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed or qualified and in a position to deal with the emergency.

10. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.<sup>5</sup>

11. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.<sup>6</sup>

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student\* may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

*\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

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#### Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 10-7-504(a)(4); 20 USC 1232g
3. TCA 37-1-403
4. TRR/MS 0520-1-3-.03(11)(e)
5. USA Patriot Act of 2001 § 507
6. Uninterrupted Scholars Act of 2013
7. TCA 49-6-3001(c)(1)
8. TCA 49-1-704 (c)

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#### Cross References

School Board Records 1.407  
Promotion and Retention 4.603  
Attendance 6.200  
Child Custody/Parental Access 6.209  
Disciplinary Hearing Authority 6.317  
AIDS 6.404

# Wayne County Board of Education

Monitoring Review: Annually In May	Descriptor Term: <b>Student Records Annual Notification of Rights</b>	Descriptor Code: <b>6.601</b>	Issued Date: <b>12/11/2003</b>
		Rescinds: <b>6.601</b>	Issued: <b>8/5/1996</b>

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s) or the eligible student to<sup>6</sup>

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## DIRECTORY INFORMATION

"Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, e-mail address, photography, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

*\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in post-secondary school, at which time all of the above rights become the student's rights.<sup>5</sup>*

## Legal References

1. 34 CFR 99.4; 34 CFR § 99.7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR 99.3
4. TCA 49-6-406; 10 U.S.C. § 503(C)
5. 34 CFR § 99.5
6. TCA 49-1-704

# Wayne County Board of Education

Monitoring <b>Review: Annually In May</b>	Descriptor Term: <b>Student Records Inspection &amp; Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date: <b>12/11/2003</b>
		Rescinds: <b>6.602</b>	Issued: <b>8/5/1996</b>

## **INSPECTION PROCEDURE<sup>5</sup>**

Parent(s) of students and eligible students\* may inspect and review the student's education records upon written requests.<sup>1</sup>

Parent(s) or eligible students shall submit to the records custodian a request which identifies precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation and divorce.<sup>2</sup>

When a record contains information about students other than the parent's child or eligible student, the parent(s) or eligible student may not inspect and review that information.<sup>2</sup>

## **FEES FOR COPIES**

A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

## **CORRECTION PROCEDURES**

Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.<sup>4</sup> The director of schools shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.

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### Legal References

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21;22
5. TCA 49-1-704

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records Use of Records</b>	Descriptor Code: <b>6.603</b>	Issued Date: <b>12/11/03</b>
		Rescinds: <b>6.603</b>	Issued: <b>08/05/96</b>

1 Authorized school officials will have access to and permit access to student education records for  
2 legitimate educational purposes.<sup>1</sup> A "legitimate educational interest" is the official's need to know  
3 information in order to:

- 4 1. Perform required administrative tasks;
- 5 2. Perform a supervisory or instructional task directly related to the student's education;
- 6 3. Perform a service or benefit for the student or the student's family such as health care, counseling,  
7 student job placement, or student financial aid.

8  
9 Authorized school officials may release information from or permit access to a student's education record  
10 without the parent(s) or eligible student's\* prior written consent in the following instances:

- 11 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a  
12 reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;
- 13 2. If the disclosure is an item of directory information;
- 14 3. To comply with the requirements of child abuse reports to the extent known by the school officials  
15 including the name, address and age of the child, the name and address of the person responsible  
16 for the care of the child, and the facts requiring the report;<sup>2</sup>
- 17 4. When certain federal and state officials need information in order to audit or enforce legal  
18 conditions related to federally-supported education programs in the school system;
- 19 5. When the school system has entered into a contract or written agreement for an organization to  
20 conduct scientific research on the system's behalf to develop tests or improve instruction, provided  
21 that the studies are conducted in a manner which will not permit the personal identification of  
22 students and their parents by individuals other than representatives of the organization and the  
23 information will be destroyed when no longer needed for the purpose for which the study was  
24 conducted;<sup>3</sup>
- 25 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal  
26 Revenue Code;
- 27 7. To accrediting organizations to carry out their accrediting functions;
- 28 8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
29 Parent(s) of students or eligible students have a right to obtain copies of records transferred under  
30 this provision;<sup>4</sup>

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness, of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.<sup>5</sup>

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

Legal References:

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 37-1-403
3. TRR/MS 0520-1-9-.14(7)(h)-(k)
4. TRR/MS 0520-1-3-.03(11)(e)
5. USA Patriot Act of 2001 § 507



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Media Access to Students

Descriptor Code:

6.604

Issued Date:

12/11/03

Rescinds:

Issued:

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.<sup>1</sup>

Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

### Legal Reference:

1. USCA 20-1232g; TRR/MS 0520-1-9-.14(7)(h)

### Cross Reference:

News Releases, News Conferences & Interviews 1.503



# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Student Activities

Descriptor Code:

6.700

Issued Date:

12/11/03

Rescinds:

6.700

Issued:

08/05/96

The student activity program and organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. Each sponsor will treat student activities with the same attention given regular classes; i. e., plan and evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

### Cross References:

Extracurricular Activities 4.300

Interscholastic Athletics 4.301

# Wayne County Board of Education

Monitoring:

Review: Annually,  
in May

Descriptor Term:

## Student Solicitations/Fundraising Activities

Descriptor Code:

6.701

Issued Date:

12/11/03

Rescinds:

6.701

Issued:

08/05/96

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the public.
2. Fundraising companies and other salespersons shall obtain permission in writing from the director of schools' office to visit the schools.
3. Any commission payable by companies will be paid in the form of reduced prices to the students, or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal must obtain written approval from the director of schools or designee for all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities must have written approval from the principal and comply with all administrative procedures issued by the director of schools. The authorization request shall contain the following information: <sup>1</sup>
  1. A list of the proposed fundraising activities;
  2. Purpose of the fundraising activity;
  3. Proposed uses of funds raised;
  4. Expected student involvement in fundraising activity (school-wide or individual class or club); and
  5. Margin of profit and how it is to be paid to the school.
5. The director of schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, **not replace**, funds necessary to fulfill the board's required contributions.
6. Students will not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course will be affected by a student's participation in a fundraising activity.

7. No quotas will be imposed on students involved and their efforts will be voluntary. Students who do not participate in fundraising activities will not be punished or discriminated against in any way.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service.

## LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process. <sup>2</sup>

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### Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
2. OP Tenn. Atty. Gen. 95-039(April 18, 1995)

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### Cross References:

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Clubs and Organizations</b>	Descriptor Code: <b>6.702</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 Student organizations are an extension of the academic curriculum and are intended to complement the  
2 basic instructional program.

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4 The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and  
5 organizations within the school.

6  
7 One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor  
8 will evaluate the activity and make recommendations concerning changes, continuance, or deletion from  
9 the school's activity program.

10  
11 An approved copy of the aims, objectives, and constitution for each organization will be kept on file in  
12 the principal's office.

13  
14 The director of schools shall approve all requirements imposed by clubs which have restricted membership.

## 15 Hazing

16 The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal  
17 of the school for approval prior to the actual initiation. Hazing by students acting alone or with others  
18 is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities  
19 planned and previously approved will be suspended until reinstated by the principal. A student found guilty  
20 of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion  
21 dependent on the severity of the offense and the offender's prior record.<sup>1</sup>

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24 Sororities, fraternities, and all secret organizations are prohibited.  
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36 Legal Reference:

37 1. TCA 49-2-120; TCA 49-6-3401  
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# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

**Student Government**

**6.703**

**12/11/03**

Rescinds:

Issued:

Each school may establish an elected student council.

The council shall be governed by its own constitution which shall be approved by the principal and faculty of the school. Defining the council's jurisdiction shall be a joint and cooperative effort of the principal, teachers, students, and the student government constitution.

General purposes of the council shall be:

1. To promote better relationships between teachers and students;
2. To provide a communication channel for student opinion;
3. To promote organizational services for students and faculty;
4. To encourage positive attitudes, leadership, and citizenship; and
5. To contribute to the total educational growth of students.

Suggestions from the student council shall be given administrative consideration for adoption and/or implementation.

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Student Publications

6.704

12/11/03

Rescinds:

Issued:

### STUDENT RIGHTS

The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in writing.<sup>1</sup>

Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students.

### STANDARDS

School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which:

1. Is obscene<sup>3</sup>
2. Is libelous<sup>4</sup>
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.<sup>5</sup>

### CONTROL AND SUPERVISION

Student publications shall be under the control of the principal. Each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group.<sup>2</sup>

### DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds.

As it pertains to the school, distribution shall be defined as any manner of disseminating written or printed materials equally, systematically or merely at random to several or many persons on school grounds.

### APPEALS

If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the director of schools, and ultimately to the Board.

#### Legal References:

1. U.S. Constitution, First Amendment
2. *Tinker v. Des Moines Independent Community District*, 393 U.S. 503 (1969)
3. *Sharley v. Northwest Ind. School District*, 462 F. 2d 960, 970-71, 5th Cir., 1971
4. *Schwartz v. Schuker*, 298 F. Supp. 238, 242 (D.C.N.Y. 1969)
5. *Braxton v. Municipal Ct.*, 10 Cal. 3d 138, 514 P. 2d 697, 109 Cal. Rptr. 897 (1973)

#### Cross References:

Use of Copyrighted Materials 4.404  
Use of the Internet 4.406  
Web Pages 4.407  
Controversial Issues 4.800

# Wayne County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Social Events</b>	Descriptor Code: <b>6.705</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

Events which enhance social development may be conducted by schools but must not interfere with the scholastic program in any school.

Student organizations may sponsor social events which are planned under the guidance of club sponsors or school administrators, scheduled well in advance, and serve to complement the curricular program. Minimal admission fees may be charged to defray costs.

Social events scheduled for out-of-school hours shall be approved by the principal. Activities scheduled outside of the system must be approved by the director of schools and/or the Board.

Annual school proms have approval of the Board and adequate supervision must be secured.

Cross Reference:

Student Fees and Fines 6.709

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Student Performances

6.706

12/11/03

Rescinds:

Issued:

The following guidelines shall be used by principals in determining whether or not students may participate in community-sponsored activities during school hours:

1. The participation in the project will not deprive students of time needed for acquiring basic skills.
2. The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
3. Neither an individual nor the school as a whole shall be permitted to use school time in working on community-sponsored projects unless such an undertaking is contributing to the educational program.
4. If the performance is school-sponsored and is open to the public, it shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.<sup>1</sup>

Legal Reference:

1. 28 CFR § 201-202

Cross Reference:

Section 504?ADA Grievance Procedures 1.802



# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Contests for Students

6.707

12/11/03

Rescinds:

Issued:

Contests and competitive activities sponsored by outside organizations shall not interfere with the regular school program.

The subject of a contest must be neither commercial nor sectarian.

To be recommended, an activity must be:

1. Appropriate to the age group for which it is conducted.
2. Designed to stimulate original individual work by the contestant.
3. Of the type which can be undertaken as a supplement to, rather than as a substitute for, regular school work.

Selection of contest winners shall be the responsibility of the sponsoring group.

Scholarships or monetary grants shall be considered the most appropriate types of awards for contest winners.

Contests shall not be held without the approval of the director of schools.

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Awards and Scholarships

6.708

12/11/03

Rescinds:

Issued:

All activities for which awards, scholarships and other recognition are given must be educationally sound and related to activities normally sponsored by the school.

Principals of each school will observe the following guidelines before approving any award or scholarship:

1. Students must benefit in some way.
2. Programs designed to promote or advertise a product or an ideology will not be approved.
3. Programs must be open to all students.
4. Programs must not place an undue burden on the student, teacher or school.
5. Entry fees, if any, must be minimal.
6. Programs may not interfere with the academic program.
7. Travel requirements will be minimal.

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Student Fees and Fines

6.709

12/11/03

Rescinds:

6.702

Issued:

08/05/96

### FEES

School fees are defined as follows:<sup>1</sup>

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:<sup>1</sup>

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school,<sup>2</sup> but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches.<sup>1</sup> The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed. The director of schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

### FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.<sup>3</sup>

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.<sup>4</sup>

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

#### Legal References:

1. TCA 49-2-114
2. TCA 49-6-3001(A); TCA 49-2-110(c)
3. TCA 37-10-101 through TCA 37-10-102
4. TRR/MS 0520-1-3-.03(13)

#### Cross References:

Revenues 2.400  
Textbook Selection, Distribution and Care 4.401  
Care of School Property 6.311

# Wayne County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review: Annually,  
in May

## Gifts

6.710

12/11/03

Rescinds:

Issued:

No school funds may be used to purchase gifts, including but not limited to presents, donations, memorials, and flowers.

The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is not permitted. Extreme discretion will be exercised by teachers in accepting student gifts.

Students will be permitted, with the approval of the principal, to exchange gifts on special occasions.

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### Cross References:

Student Activity Funds Management 2.900

Staff Gifts & Solicitations 5.605

# Wayne County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Student Volunteers</b>	Descriptor Code: <b>6.711</b>	Issued Date: <b>12/11/03</b>
		Rescinds:	Issued:

1 Student personnel will be authorized to perform volunteer support services within the schools. These  
2 services must be under the supervision of a teacher, administrator or other school employee and may not  
3 interfere with the student's academic or extracurricular schedule.  
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