

**Board of Education**  
**September 29, 2022 5:30 PM**  
Central Services Board Room

**BOARD MEMBERS:**

1. Call to Order
2. Moment of Silence / Pledge of Allegiance
3. Approval of Committee Minutes
4. Vote on Committee Chairman
5. Policy 1.200 Method of Election of Officers
6. Policy 1.600 Policy Development and Adoption
7. Policy 3.404 Private Vehicles
8. Policy 4.210 Credit Recovery
9. Policy 4.214 Innovative High School Program
10. Policy 4.6012 Accelerated and Advanced Credit
11. Policy 4.603 Elementary Promotion and Retention
12. Policy 6.310 Dress Code
13. Other Discussion
14. Adjournment

**Policy Committee Meeting**  
**August 17, 2022**  
**Central Services Board Room**

The Policy Committee met on Wednesday, August 17, 2022, in the Central Services Board Room where Mr. Tony Brock called the meeting to order at the approximate hour of 3:30 p.m. He welcomed everyone to the meeting and appreciated everyone for attending.

**PRESENT:**

Mr. Tony Brock, Chairman, District 5	Bo Magnusson, Safety and Security Supervisor
Mr. Chris King, District 6	Ms. Rebecca Hamby, District 7
Mr. Jim Inman, District 1	Ms. Anita Hale, District 4
Ms. Teresa Boston, District 8	Mo Charnot, Media
Ms. Kim Bray, HR Director	

**Absent:** Mr. William Stepp, DOS

- 1. Call to Order** – Mr. Tony Brock
- 2. Moment of Silence/Pledge of Allegiance** – Mr. Tony Brock
- 3. Approval of Minutes** – Mr. Tony Brock

**VOICE VOTE:** King moved to approve.  
Hamby (seconder-yes)

**MOTION:** Carried unanimously

Mr. Brock asked the committee, with their blessing, for policy 6.3071 to be pulled and researched even further. King moved to table policy 6.3071 and Hamby made the second.

**4. Policy 1.102 Board Members Legal Status**

Mr. Brock introduced the policy. King made a motion to approve with adding the word “from” to the first line. Hamby made the second. King said that line 8 needs the period removed and changed to the word “and” then change the word “being” to “be”. Hamby amended her second.

**VOICE VOTE:** King (mover-yes)  
Hamby (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**5. Policy 3.404 Private Vehicles**

Mr. Brock introduced the policy. Hamby moved to approve with recommended changes. King with the second.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)

All Ayes

**MOTION:** Carried unanimously

**6. Policy 4.101 Instructional Standards**

Brock introduced the policy. Hamby made a motion to approve. King said he had some recommended changes. King said for line 12, take out the word “any” and make “complaints” the first word of the sentence. Then take out the wording “regarding the above” in that same sentence. He also suggested that the word “per” be removed and “in accordance with” be added. Same with line 20. Remove “per” and make “in accordance with”. Hamby amended motion to approve with King’s recommendations.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**7. Policy 4.212 Virtual Education Program**

Brock introduced this policy. King made a motion for grammatical. Hamby seconded for discussion. King asked on line 5 to change the word “of” to “or” and the word “per” to “by”. Line 29 on page 2 add the word “attend”.

**VOICE VOTE:** King (mover-yes)  
Hamby (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**8. Policy 4.300 Extra Curricular Activities**

Brock introduced this policy. The committee hashed this out again due to it being tabled last time. They wanted to leave the policy to keep the words Cumberland County Employee. The final recommendation was to leave the policy as is and change the review date to current date.

**VOICE VOTE:** King (mover-yes)  
Hamby (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**9. Policy 4.406 Use of the Internet**

King said he had a lot of recommendations and Brock said he had some as well. Hamby made a motion for discussion and King with second. King said to strike first sentence down to line 2. Start new sentence with “Staff and students” “shall use technology, including the internet in an appropriate and responsible manner. Line 5 strike “before any” and start sentence with “Employees”. Remove the wording “is allowed”. Line 7 strike “any” begin with “employees”. Change accesses to “accessing”. Strike out wording “any purpose” and strike the rest of the sentence beginning with the words “even if”. King made a recommendation for line 31 to say, “Private or Personal”. For page 2, line 38 make the word use “user”. Line 28 on page 2 add “non-approved photos”. Page 3 line 7 had several changes made. The recommendation for the paragraph now reads “A required written parental consent, on a written permission agreement form shall be completed prior to the student being granted access to electronic media or technology involving district property or resources.

This form shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. This document shall be completed each school year and is valid only in the school year it was signed by the parent/guardian and the student. In order to rescind the agreement, the parent/guardian or adult student, shall provide written notice to the Director of Schools that consent is withdrawn.

**VOICE VOTE:** Hamby (mover-yes)  
Brock (seconder-yes)  
All Ayes

**MOTION:** **Carried unanimously**

#### **10. Policy 5.200 Separation Practices for Tenured Teachers**

Hamby made a motion to approve with changes. Brock with the second. King recommended to strike the words “any member of” on Page 2, line 19. On lines 13, 14, 30 it was recommended that the word “working” be added before the word days to match the other lines that say this. It was also suggested that “tenured” be added before the word teacher.

**VOICE VOTE:** Hamby (mover-yes)  
Brock (seconder-yes)  
All Ayes

**MOTION:** **Carried unanimously**

#### **11. Policy 5.201 Separation Practices for Non-Tenured Teacher**

Brock introduced this policy. Hamby made motion to approve with the addition of adding “working” before the word days throughout the policy. Correct the typo “workin” to working. Add non-tenured before the word teacher throughout policy. King asked Page 2, line 1, strike the words “reduced to” and changed to “provided in”.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** **Carried unanimously**

#### **12. Policy 5.701 Substitute Teachers**

Hamby made the motion to approve. King asked for verification on line 18 on page 1, asking who the Personnel Director is? Inman said it should read “Human Resource Director”. Line 8, strike the comma and make the line to read “Criminal history record checks, fingerprinting and pre-employment drug screen of applicants for substitute teaching are required”.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** **Carried unanimously**

**13. Policy 6.318 Admission of Suspended or Expelled Students**

Brock introduced the policy. Hamby made motion to approve. King with a second for discussion. Recommendation to change “system” to “district” on line 3. Strike “he/she seeks” and replace with “enrollment is sought”.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**14. Adjournment**

Hamby made a motion to adjourn. Brock with a second.

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**The meeting was adjourned at approximately 4:28 p.m.**

---

**Mr. William Stepp**  
**Director of Schools**

---

**Chairman of the Policy Committee**

---

**Diane McCartney**  
**Executive Assistant for the Director of Schools and Board.**





# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date: <b>10/07/99</b>
		Rescinds: <b>1.200</b>	Issued: <b>02/06/97</b>

1 At the first regular meeting in September each year, the Board shall organize by electing a chairman,<sup>1</sup> a  
2 vice chairman and a parliamentarian to serve one-year terms or until a successor is named or they are no  
3 longer members of the Board. In the event that an officer's seat on the board is vacated, the Board shall  
4 elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible for re-  
5 election.

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

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

10  
11 [A special called meeting may be held to elect officers, upon such a vacancy just described, at the earliest](#)  
12 [convenience, so as not to interrupt the flow of business of the Board.](#)

---

Legal Reference:

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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <b>12/02/04</b>
		Rescinds: <b>1.600</b>	Issued: <b>10/01/98</b>

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 The proposed policy or policy amendment shall be considered at the next board meeting with the final  
5 vote following the second reading. Adoption shall require an affirmative vote by a majority of the  
6 members of the Board.

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

10  
11 [The Director of Schools/designee shall be responsible for writing procedures to keep the Cumberland](#)  
12 [County School District in compliance with policies. After the Director has written the procedures they](#)  
13 [shall be brought before the Board for approval.](#)

14 [Procedures shall be accessible to each of the principals and made available to all employees to review at](#)  
15 [any time needed.](#)

## 16 **POLICY MAINTENANCE**

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

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

## 26 **EMERGENCY PROCEDURE**

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  
29 policies.

1    **SUSPENSION OF POLICIES**

2    Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members  
3    of the Board.

4  
5    **ADMINISTRATION IN POLICY ABSENCE**

6    In cases where the Board has provided no guidelines for administrative action and absent law, the  
7    director of schools shall have the power to act, but report to the Board at its next meeting.

---

Legal Reference:

1. TCA 49-2-207

---

Cross References:

Role of the Board 1.101  
Agendas 1.403

# Cumberland County Board of Education

<b>Date Last Reviewed: 03/03/05</b>	Descriptor Term: <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date: <b>03/03/05</b>
		Rescinds: <b>3.404</b>	Issued: <b>07/01/04</b>

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

- 3 1. To use a private vehicle for school purposes, the employee must have the written permission of  
4 the director or his designee and proof of vehicle liability insurance coverage in the following  
5 forms:
- 6 a. A copy of the insurance certificate issued to the insured indicating liability limits of at  
7 least \$100,000/300,000/50,000;<sup>1</sup> and
  - 8 b. A specific permit for trips involving students, including field trips.
- 9
- 10 2. The school system shall assume no responsibility for liability in case of accident, unless the  
11 employee has the proper authorization described above.
- 12
- 13 3. The Board specifically forbids any employee to transport students for school purposes without  
14 prior authorization by the director or his/her designee.
- 15
- 16 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and  
17 state Board Rules, Regulations, and Minimum Standards.<sup>2</sup>
- 18
- 19 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the  
20 student, an employee, or the school system.
- 21
- 22 6. No employee may ask for or give permission to students to transport other students to and from  
23 any school or school-related activity without written parental permission and proof of student  
24 insurance.
- 25
- 26 7. No employee may ask for or give permission to students, who are participating in a school  
27 sponsored extracurricular activity, to transport other students to and from any school-related  
28 activity.

29 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for  
30 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle  
31 liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits  
32 of at least \$100,000/300,000/50,000.<sup>1</sup>

---

Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Credit Recovery</b>	Descriptor Code: <b>4.210</b>	Issued Date: <b>07/28/22</b>
		Rescinds: <b>4.210</b>	Issued: <b>06/25/20</b>

1 *General*<sup>1</sup>

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course  
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.<sup>1</sup>

5 **ADMISSION AND REMOVAL**<sup>2</sup>

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed  
8 credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary  
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will  
10 not accept credit recovery courses for credit; and  
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course  
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty  
14 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may  
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of  
17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee  
19 Department of Education.

20 **INSTRUCTION AND CONTENT**<sup>2</sup>

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content  
22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as  
25 approved by the State Board of Education; and  
26
- 27 2. Differentiate instruction to address individual student growth needs based on diagnostic  
28 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Shall complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Shall meet individual skill-specific goals in a flexible time frame as established by identified
- 5 student need and;
- 6
- 7 3. ~~May be required to complete additional assignments as directed by local board of education~~
- 8 ~~credit recovery policy and credit recovery teacher of record; and~~
- 9
- 10 4. Shall master all individualized skill-specific goals as established by the diagnostic process in
- 11 order to earn credit.

## 12 GRADES<sup>2</sup>

13 Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform

14 grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform

15 grading scale, a student passing credit recovery shall receive a D<sup>3</sup>. ~~Grades awarded in credit recovery~~

16 ~~courses shall adhere to the State Board of Education's Uniform Grading Policy.~~<sup>3</sup>

---

### Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

---

### Cross References

Virtual Education Program 4.212  
Grading System 4.600  
Promotion and Retention 4.603

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Innovative High School Program</b>	Descriptor Code: <b>4.214</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall recommend to the Board an Innovative High School Program. This  
 2 program shall be designed to accelerate and increase student attainment of high-quality, in-demand  
 3 postsecondary credentials that are aligned with high-demand, high-wage occupations in the community  
 4 or region. The program shall serve students who are at risk of dropping out of school prior to  
 5 graduation and students that would benefit from accelerated academic instruction.<sup>1</sup>

6 An emphasis shall be placed on programs that provide students with the following options: dual  
 7 enrollment; state and local dual credit; work-based learning; and industry and career readiness  
 8 certifications. Students shall be allowed to complete courses outside of the regular school day through  
 9 extended learning opportunities to include virtual programs and onsite learning with an employer.

10 The Director of Schools shall annually report to the Board on the impact of the Innovative High School  
 11 Program. The report shall include information on the following: high school retention, completion, and  
 12 dropout rates; certification and associate degree completion rates; college admission rates;  
 13 postgraduation employment rates; and employer satisfaction of students who participated in and  
 14 graduated from these programs.

15 **PROGRAM OPTIONS**

16 *Student Success Program*

17 The Student Success Program shall be available to those students that are at risk of dropping out prior  
 18 to graduation, including students participating in credit recovery or assigned to an alternative school or  
 19 program. The Student Success Program shall include strategies that significantly reduce dropout rates,  
 20 raise high school retention rates, and result in students earning certifications in high demand careers.<sup>2</sup>  
 21 Students participating in this program shall have the opportunity to:

- 22 1. Graduate after attaining the core academic skills needed for postsecondary education and high-  
 23 skilled employment;<sup>3</sup> and
- 24
- 25 2. Complete a technical or academic program in a field of study that is in high demand and has  
 26 high wages.<sup>4</sup>

27 *Accelerated Learning Program*

28 The Accelerated Learning Program shall be available to students that would benefit from accelerated  
 29 academic instruction. The program shall ensure students receive college preparatory academic core and  
 30 in-depth studies in a career or technical field that will lead to advanced programs or employment

1 opportunities in engineering, health sciences, or teaching.<sup>5</sup> The Accelerated Learning Program shall  
2 provide students:

- 3 1. A flexible, individualized program of instruction;<sup>6</sup> and
- 4
- 5 2. The ability to do one or more of the following:<sup>7</sup>
- 6
- 7 a. Graduate early and obtain a high school diploma in less than four (4) years;
- 8
- 9 b. Begin an associate degree program;
- 10
- 11 c. Begin a certification program;
- 12
- 13 d. Earn a diploma in a career or technical program; or
- 14
- 15 e. Earn up to two (2) years of postsecondary credit.

## 16 **PROGRAM COMPONENTS**

17 The Director of Schools shall review labor market statistics and consult with local employers and other  
18 community-based partners to determine which courses will lead to the attainment of high-quality, in-  
19 demand postsecondary credentials.

20 Students participating in the program shall be advised on potential career paths for each course or  
21 series of courses offered through the Innovative High School Program This shall include career  
22 pathways and career development information (i.e., information that facilitates career awareness and  
23 exploration). Programs shall include partnerships with postsecondary institutions, employers, and other  
24 community-based entities to determine how each program will address skill gaps between regional  
25 industry needs and the skill level of students.

26 Programs presented to the Board for approval shall include the following:

- 27 1. Admission and/or employment requirements for postsecondary institutions and employers;
- 28
- 29 2. Academic remediation and support plans for students;
- 30
- 31 3. Modes of learning that will be utilized; and
- 32
- 33 4. Staffing plans and associated costs.

## 34 **FUNDING**

35 The Director of Schools shall submit a budget for Board approval each year for these innovative high  
36 school programs. The proposed budget shall include an allocation for each student participating in the  
37 programs that is equal to one hundred (100%) percent of the district's state and local per pupil  
38 expenditure.

---

Legal References

1. TCA 49-15-101(a)
2. TCA 49-15-101(c)(3)
3. TCA 49-15-101(c)(1)
4. TCA 49-15-101(c)(2)
5. TCA 49-15-101(d)(3)
6. TCA 49-15-101(d)(1)
7. TCA 49-15-101(d)(2)
8. TCA 49-15-107

---

Cross References

# Cumberland County Board of Education

<b>Monitoring:</b>  <b>Review:</b> <b>Annually, in</b> <b>March</b>	<b>Descriptor Term:</b>  <b>Accelerated and Advanced Credit</b>	<b>Descriptor Code:</b>  <b>4.6012</b>	<b>Issued Date:</b>  Click here to enter a date.
		<b>Rescinds:</b>	<b>Issued:</b>

Students enrolled in grades 9-12 who have taken the equivalent of a high school level course in the middle grades may earn high school credit toward graduation,<sup>1</sup> except in American History.<sup>2</sup> High school credit will be given only for those courses normally taught within the Cumberland County School System or having a state course code equivalent.

1. Students will be given a placement test when appropriate.
2. Students will be given the appropriate comprehensive examination as required for students in grades nine (9) through twelve (12) who earn credit for graduation.
3. The appropriate 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.
4. Middle school students shall receive high school credit at the honors level and move in sequential order to the next course at the honors level only if an 85 or above is earned in the course. Students earning an 84.4 or less will receive high school credit at the regular course level and move in sequential order to the next course at that level.
5. Students must complete all state testing requirements in order to receive credit.

## Legal References

1. TRR/MS 0520-1-3-.06(2)
2. TCA 49-6-1202

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Elementary Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>03/25/19</b>
		Rescinds: <b>4.603</b>	Issued: <b>02/28/13</b>

## General

## Promotion and Retention

1 ~~Elementary students will normally progress annually in sequential order from grade to grade.<sup>1</sup> The~~  
2 ~~professional staff will place students at the grade level best suited to them academically, socially and~~  
3 ~~emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the~~  
4 ~~best interest of the students. Decisions to retain or promote are subject to review and approval of the~~  
5 ~~principal after consultation with the teacher. The Director of Schools/designee shall promote~~  
6 ~~students to the next grade level based on the successful completion of required academic work or~~  
7 ~~demonstration of satisfactory progress in each of the relevant academic areas. Moreover, no student~~  
8 ~~enrolled in the third grade shall be promoted unless the student has shown a basic understanding of~~  
9 ~~curriculum and ability to perform the skills required in the subject of reading as demonstrated by the~~  
10 ~~student's grades or standardized test results. This requirement shall not apply to students who are~~  
11 ~~participating in a Board approved research-based intervention prior to the beginning of the next school~~  
12 ~~year or to students who have individualized education program (IEP).<sup>2</sup>~~

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

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

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

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

- 1 1. Date of enrollment; ~~or~~
- 2 2. Additional information acquired after results of local assessment, screening or monitoring are
- 3 released.

#### 5 PROMOTION PLANS <sup>5</sup>

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

12 ~~The Director of Schools shall develop procedures governing how decisions on retention will be made~~  
13 ~~after the student begins work on his/her individualized promotion plan.~~

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

22 **A student who demonstrates sufficient academic progress according to his/her promotion plan shall be**  
23 **promoted to the next grade level unless retention is required per additional requirements for students in**  
24 **third and fourth grade. <sup>6</sup>**

25 **If a student has not demonstrated sufficient academic progress according to his/her promotion plan by**  
26 **the end of the school year, the student shall be eligible to enroll in a summer reading or learning**  
27 **program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)**  
28 **calendar days prior to the start of the next school year if the student was enrolled in a summer program.**  
29 **However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified**  
30 **of a decision for retention at least thirty (30) calendar days prior to the start of the next school year. <sup>7</sup>**

#### 31 ***K-3 Reading Notification***

32 ~~If it is determined through a student's overall performance or a state or local assessment that a student~~  
33 ~~in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the student's~~  
34 ~~parents(s)/guardian(s) shall be notified within fifteen (15) calendar days of such determination.~~

#### 35 **RETENTION<sup>4,6</sup>**

1 A student may be retained when such retention is in the best interest of the student **or when retention is**  
2 **required per additional requirements for students in third and fourth grade.** ~~However, a student shall not~~  
3 ~~be retained more than once in any grade.~~

*Decision of Retention-General*<sup>8</sup>

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

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

15 ~~The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who~~  
16 ~~are retained.~~

17 ~~For the purpose of determining the effectiveness of retention toward improving student achievement, A~~  
18 ~~student shall not be retained more than once in any grade.~~ The progress of ~~retained~~ students ~~who are~~  
19 ~~retained~~ shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during  
20 the school year in which the student is retained. The Director of Schools shall ~~develop procedures to~~  
21 ~~ensure appropriate recordkeeping of students who are retained.~~ ~~report, at least annually, on any~~  
22 ~~intervention programs available to students in the third grade and recommend any new programs or the~~  
23 ~~modification of any existing programs to better serve these students.~~

*Decision of Retention-Third Grade*<sup>9</sup>

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

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

- 29 1. ~~A student in third grade receiving a performance level rating of "approaching" on the ELA~~  
30 ~~portion of the student's most recent TCAP test may be promoted if:~~
  - 31 a. ~~The student is an English language learner and has received less than two (2) full years~~  
32 ~~of ELA instruction;~~
  - 33 b. ~~The student was previously retained in grades K-3;~~

- c. The student is retested before the next school year and scores proficient in ELA;
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
- e. The student receives tutoring for the entirety of the next school year in accordance with state law.

2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:

- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with the state law.

#### *Decision of Retention-Fourth Grade*<sup>9</sup>

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

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

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

#### *Decision of Retention-Students with Disabilities*<sup>10</sup>

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

#### *APPEALS*<sup>7,11</sup>

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within **10 business days**. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the

1 opportunity to address the committee. The committee shall conduct a hearing within **10 business days** to  
2 determine if the student will be promoted and issue such decision with **10 business days**. Upon notification of  
3 the committee decision, the principal shall send written notification to the Director of  
4 Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/ guardian(s) of their right  
5 to appeal such action within **10 business days** to the Director of Schools/designee.

6 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision  
7 shall be issued within **10 business days**.

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

12 For students where retention is required per the additional requirements for students in third and fourth grade,  
13 parent(s)/guardian(s) may appeal this decision directly to the Department of Education in accordance with state  
14 law.<sup>12</sup>

15 ~~Prior to any final decision about retaining a student, the teacher and/or principal shall consult with the~~  
16 ~~student's parents, explain to them the reason for the retention and solicit from them any information~~  
17 ~~pertinent as to whether or not the child should be retained. Such consultation may take place in a~~  
18 ~~conference or by phone or letter.~~

19 ~~Educational experiences for the repeated year shall be varied in order to provide an appropriate~~  
20 ~~instructional program. Variations may include, but are not limited to, the following:~~

- 21 ~~1. different teacher(s);~~
- 22 ~~2. different techniques and strategies;~~
- 23 ~~3. different materials; and~~
- 24 ~~4. varying lengths of time per subject and/or physical setting in classroom.~~

25  
26 ~~For the purpose of determining the effectiveness of retention toward improving student achievement, the~~  
27 ~~progress of retained students shall be monitored for at least three (3) years by the counseling staff(s) of~~  
28 ~~the student's school.~~

29 ~~Social promotions shall be noted on the student's cumulative record.~~

### 30 **Promotion of Eighth Grade Students to Ninth Grade During the School Term.**

31 ~~Eighth grade students meeting the following requirements will be permitted to move to the high school~~  
32 ~~on or before the 10th day of the first grading period.~~

- 1 1. Elementary principal, counselor and teacher/teachers determine that placement in a higher  
 2 grade is in the best interest of the student.  
 3 2. Student must be 15 on or before December 31 of the current school year.
- 4 \* Principals and teachers are encouraged to make decisions on promotions as soon as possible before  
 5 the start of the school term. It is important that all students have the opportunity to participate in  
 6 planning, orientation and scheduling.

---

#### Legal References

1. ~~State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b); 20 USCA § 1400 et seq.; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.161 TCA 49-6-3115~~
2. TCA 49-6-3115; 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(5)
  3. TCA 49-1-905 (e)
  4. TRR/MS 0520-01-03-.16(4)
  5. TRR/MS 0520-01-03-.16(6)
  6. TRR/MS 0520-01-03-.16(6)(f)
  7. TRR/MS 0520-01-03-.16(6)(e)
  8. TRR/MS 0520-01-03-.16(6)(g)
  9. TRR/MS 0520-01-03-.16(7)
  10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16 (7) (e)
  11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102 (c) (1)
  12. TRR/MS 0520-01-03-.16 (7)(f)

---

#### Cross References

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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>04/23/20</b>
		Rescinds: <b>6.310</b>	Issued: <b>04/26/18</b>

1 Students shall dress and be groomed in a clean, neat, appropriate and modest manner so as not to distract  
2 or interfere with the educational process or cause a safety hazard.<sup>1</sup> Students are encouraged to adhere to  
3 the provisions of this code during school hours (whether on or off campus) and while in attendance at  
4 school-sponsored events.

5 No person shall wear clothing that contains pictures and/or writing referring to sexual references;  
6 profanity; illegal drugs or the promotion of alcoholic beverages and/or tobacco products; death and  
7 destruction; racist or hate themes; violent or aggressive themes; or other suggestive of offensive sayings  
8 or graphics in the school building during the day.

9 ~~Violations may result in the following consequences:~~

10 ~~*First Violation:* The student will receive a written warning and the violation must be corrected.~~

11 ~~*Second Violation:* Parent will be called, the violation must be corrected and a detention will be~~  
12 ~~assigned.~~

13 ~~*Third Violation:* Student will be suspended until parent conference.~~

14 The principal's judgment shall prevail in all matters regarding the application of these rules.

15 All Students K-12

16 ~~1. The following shall NOT be worn at school or school sponsored events during regular school~~  
17 ~~hours for ALL students.~~

18 ~~a. Clothing or accessories that denote affiliation with any gang associated with criminal~~  
19 ~~activity or a safety hazard or security risk~~

20 ~~b. Ill fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts,~~  
21 ~~etc.~~

22 ~~c. Pajama type clothing~~

23 ~~d. Clothing with holes 5" above the knees (no skin showing)~~

24 ~~e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or~~  
25 ~~advertisements for tobacco, alcohol or drug products~~

26 ~~f. Caps, hats or headscarves, for boys or girls, will not be worn inside buildings~~

27 ~~g. Form fitting or body fitting clothes~~

28 ~~h. Clothing with revealing necklines~~

29 ~~i. Non-natural hair color, extreme hair style or make-up~~

30

31 ~~2. The following rules shall be enforced for all students:~~

- 1 a. ~~Any color or style of shoes, with the exception of “heely” or bedroom slipper type of~~  
 2 ~~shoes, may be worn to school.~~  
 3 b. ~~Shirts or tops with leggings shall be worn so that its length appropriately covers front~~  
 4 ~~and behind.~~  
 5 ~~Without leggings, shorts/skirts/dresses will be no higher than five (5) inches from the~~  
 6 ~~middle of the knee.~~  
 7 e. ~~Slits in skirts/dresses will be no higher than five (5) inches from the middle of the knee~~  
 8 d. ~~Pant legs must not drag flagrantly on the floor.~~  
 9 e. ~~No tinted glasses/sunglasses are permitted unless prescribed by a doctor.~~  
 10 f. ~~No body piercing jewelry, except for earrings in the ear and for boys and girls.~~  
 11 g. ~~Large heavy jewelry chains, and any jewelry, that could be deemed dangerous, will not~~  
 12 ~~be permitted.~~  
 13 h. ~~Valuable clothing and jewelry are discouraged.~~  
 14 i. ~~Shirt and blouse length may not be so short that students raising their elbows to the~~  
 15 ~~height of his or her shoulder exposes midriff.~~  
 16 j. ~~Tops, blouses and shirts must fit and must cover at least 3” of the shoulder so as not to~~  
 17 ~~reveal the torso or undergarments.~~  
 18 k. ~~All trench/duster style coats that fall below the knee are prohibited.~~  
 19 l. ~~Bib overalls may be worn as long as galluses and side closures are fastened.~~

20 It shall be the responsibility of the school administration to develop administrative  
 21 guidelines that provide clarity and uniformity to the application of this policy. As part of the  
 22 development of these administrative guidelines, building administration shall set forth  
 23 uniform and consistent consequences of dress code violations.

24 **Note:**

- 25 1. Special dress days may be designated by the principal to include but not limited to the  
 26 following examples: field days, picture days, school spirit days, etc.  
 27  
 28 2. If a student cannot comply with the standardized dress code because of religious beliefs or  
 29 physical characteristics, the parent/guardian must provide a written explanation to the principal  
 30 for possible relief from certain aspects of this dress code.

---

Legal References

1. TCA 49-6-4215(a)(1); TCA 49-1-302(j)

---

Cross References

- Code of Behavior and Discipline 6.300  
 Suspension/Expulsion/Remand 6.316