RUTHERFORD COUNTY SCHOOL DISTRICT

STUDENT HANDBOOK
and
CODE OF CONDUCT

2026-2027 School Year

INTRODUCTION

The Student Handbook and Code of Conduct is intended to inform students of some of Rutherford County Schools' policies and administrative rules, regulations, guidelines, and procedures. This is not an exclusive list of student policies. For a complete list of policies, refer to the Rutherford County Board of Education Online Policy Manual. The policies or procedures set forth in this handbook may be revised, modified, or amended from time to time, in which case the most current policy or procedure will govern.

The online version of this publication is the governing document. All printed versions of this document are unofficial copies. For electronic access, please visit http://www.rcschools.net.

NONDISCRIMINATION POLICY

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

For inquiries regarding compliance with Title IX:

Pierrecia Lyons, Title IX Coordinator
2240 Southpark Dr.
Murfreesboro, TN 37128
(615) 893-5815
lyonsp@rcschools.net

For inquiries regarding Section 504, the Americans with Disabilities Act, Title VI, or complaints regarding harassment or discrimination:

Dr. Andrea Anthony, Chief Personnel and Student Services Officer
2240 Southpark Drive
Murfreesboro, TN 37128
(615) 893-5815
anthonya@rcschools.net

Complaints may also be filed with the Tennessee Department of Education, Office for Civil Rights at (615) 253-1550 and/or the United States Department of Education by contacting (404) 974-9406.

*Translation services are available upon request.

TABLE OF CONTENTS
2026-2027

Page

Mission Statement and Beliefs....1
Policy 1.501: Visitors to School Facilities....2
ADM 3-8: Classroom Observations by parents/guardians and/or agencies who are not under contract with school system....3
Policy 6.300: Code of Conduct....4
Policy 6.309: Zero Tolerance Offenses....11
ADM 6.300.1: Student Suspensions & Zero Tolerance Behavior....13
Policy 6.315: Detention....17
Policy 6.319: Alternative School Programs....18
Policy 6.318: Admission of Suspended or Expelled Students....19
Policy 6.301: Rights and Responsibilities....20
Policy 6.302: Procedural Due Process....21
Policy 6.303: Questioning, Interrogations, & Searches....21
Policy 6.304: Discrimination/Harassment and Bullying / Intimidation / Cyberbullying of Students....23
ADM 2-11: Section 504 and ADA Grievance Procedures....27
Policy 3.400: Student Transportation Management....33
Policy 6.308: Bus Safety and Conduct....34
ADM 2-8: Bus Stops in Urbanized Areas....35
Policy 6.312: Use of Personal Communication Device....35
Policy 6.310: Dress Code....37
Policy 6.3101: Gang Activity or Association....37
Policy 6.311: Care of School Property....38
Policy 1.803: Tobacco and Vape-Free Schools....39
Policy 6.4031: Pediculosis (Head Lice)....39
ADM 2-10: Medicines and Health Care Procedures....40
Policy 6.701: Student Solicitation and Fundraising....48
Policy 6.200: Attendance....51
Policy 4.406/ADM 2-6: Use of Internet....58
Policy 6.503: Homeless Students....61
Policy 4.302: Field Trips, Competitions/Performances & Excursions....63
Policy 4.602: Grade Point Average and Class Rank....66
Policy 4.700: Testing Programs....68
ADM 2-7: Plagiarism....70
Policy 4.606: Graduation Activities....72
Policy 4.502: Parent/Family Involvement....74
Policy 4.802: Student Equal Access....75
Policy 6.600: Student Records....76
Policy 6.601: Student Records Annual Notification....79
Policy 6.4001: Protection of Pupil Rights Act (PPRA) Annual Notification....80
Policy 6.602: Student Records Inspection and Correction Procedures....82
Notice of Parents' Right to Know Teacher's Qualifications....83
TN State Board of Education Unsafe School Choice Policy....83

APPENDIX DOCUMENTATION

Child Advocacy Contact Information 87
Tennessee Department of Education Contact Information 88
Student Records-Military and College Recruiter Opt-Out Form 8
Office of Instructional Technology Opt-Out Form 90
Coordinated School Health Letter and Opt-Out Form 91
School Nursing Department Letter 92
Student Fee Letter & 2026-2027 List 93
Inclement Weather 96
State and Board Mandated Assessment Information 97
Parental Consent Form for Sharing Immunization Records 102

RUTHERFORD COUNTY SCHOOLS

BELIEFS, MISSION, AND SHARED VISION

Beliefs

Rutherford County Schools believes:

- Learning promotes individual student success.
- Providing a safe and nurturing environment is essential to student learning and staff effectiveness.
- Collaborating with parents, community, and the school system is vital to the development of self-directed, productive citizens.
- Achieving academic benchmarks through the use of research-based strategies is the responsibility of all educational stakeholders.
- Creating challenging programs is paramount in fostering continuous improvement and high expectations for the educational community.
- Empowering Professional Learning Communities to develop educational priorities and improvement strategies is key to academic success.

Mission Statement

The mission of Rutherford County Schools is Investing in Our Students for Tomorrow's Possibilities.

Shared Vision Statement

The vision of the Rutherford County School System is to provide students with the knowledge and skills to become citizens who can adapt to meet the challenges of tomorrow.

SUBJECT: VISITORS TO SCHOOL FACILITIES

Except on occasions, such as school programs, athletic events, open houses and similar public events, all visitors will report to the school office when entering the school and will sign in. 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.

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.

VISITOR CONDUCT

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

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

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

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

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

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

The principal or his/her designee has the authority to exclude from the 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.

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

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

CENTRAL OFFICE AND ALL OTHER SCHOOL SYSTEM FACILITIES:

Except on occasions, such as special programs, public meetings, open houses or other public events, all visitors will use the appropriate entrance and report to the reception desk or designated area when entering the facility and will sign a logbook during normal office hours. Authorization to visit elsewhere in the facility will be determined by the Director of Schools, supervisor, or designee.

In order to maintain the conditions and atmosphere for a suitable work environment, only persons with lawful and valid business shall enter the facilities.

The Director of Schools, supervisors, or designees have the authority to exclude from the premises any persons disrupting the work environment at a facility, disturbing the employees in the facility, or committing an illegal act in the facility. The Director of Schools, supervisors or designees shall engage law enforcement officials when he/she believes the situation warrants such measures.

ADM 3-8

SUBJECT: **Classroom observations by parents/guardians and/or agencies who are not under contract with the school system**

Parents/guardians will not be permitted to observe students during the instructional day. This procedure shall apply to all instructional activities including classroom instruction.

Representatives from agencies outside the school system who are not under contract or an agreement with the school system to provide services to students will not be permitted to observe students during the instructional day. This procedure shall apply to all instructional activities including classroom instruction.

This procedure shall not be applicable to investigations and/or interviews by the Department of Children's Services and/or law enforcement agencies. These investigations/interviews shall be controlled by Board policy and state law.

SUBJECT: CODE OF CONDUCT

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

The principal of each school shall be responsible for implementation and administration in his or her school and shall apply the Code uniformly and fairly to each student at the school.

The Code shall be referenced in all school handbooks. All teachers, administrative staff, and parents shall be provided with or made aware of copies of the Code electronically or in print.

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

1. Balances accountability with an understanding of traumatic behavior;

2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;

3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;

4. Creates consistent rules and consequences; and

5. Models respectful, non-violent relationships.

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

MISBEHAVIORS: LEVEL I

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

Examples (not an exclusive listing)

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

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

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

MISBEHAVIORS: LEVEL II

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

Examples (not an exclusive listing)

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

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

- Teacher/schedule change
- Mediation
- Modified probation
- Behavior modification programs
- Peer counseling
- Referral to outside agency
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- In-school suspension
- Out-of-school suspension
- Referral for RTI2B
- Revision

- Reteaching of expectations
- Referral to Tier 2 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract
- Mentoring
- Community Service

MISBEHAVIORS: LEVEL III

This level includes 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 misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, alcohol, or a non-THC vape product
- Use, possession, sale, or distribution of drug paraphernalia
- Stealing
- Threats to others (including staff)
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Elopement from classroom/school building
- Possession of fireworks not deemed an explosive by law enforcement

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Referral to Tier 2 or 3 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract
- Mentoring
- Community Service
- Development of a safety plan

MISBEHAVIORS: LEVEL IV

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

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threats
- Extortion
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Sexual misconduct not resulting in a charge deemed a zero tolerance in Policy 6.309.
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
- Possession/use/sale/transfer of alcoholic beverages
- Possession/distribution of any drug paraphernalia
- Use/transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Off-campus criminal behavior that results in the student being legally charged and/or convicted with a felony or with what would have been a felony if the student were an

adult, and the student's continued presence in school poses a danger to persons or property, or disrupts the educational process.

- Assault against an employee (requires that the student shall be suspended from attendance at all school-sponsored events for no less than one (1) calendar year, unless modified by the Director of Schools.

Disciplinary Procedures

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

Disciplinary Options (not an exclusive listing)

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

MISBEHAVIORS: LEVEL V (ZERO TOLERANCE OFFENSES)

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

- Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug
- Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance, controlled substance analogue, or legend drug
- Possession of a firearm
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault

- Bomb threat
- Threat of mass violence on school property or at a school-related activity
- Possession of substances or devices deemed to be explosives by law enforcement
- Students charged with committing an on-campus violent felony listed in Board Policy 6.309
- Possession/use/transfer of dangerous weapons other than firearms.*
- Possession/use/transfer of other instruments and substances with the intent to do harm to self or others or in a manner that renders the item dangerous.*

Disciplinary Procedures

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

Disciplinary Options

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

ADDITIONAL GUIDELINES:

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

a. Pay any activity fee;
b. Pay a library or other school fine; or
c. Make restitution for lost or damaged school property.

Policy 6.309

SUBJECT: **ZERO TOLERANCE OFFENSES**

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

1. **DRUGS.** Students shall not unlawfully possess, handle, transmit, use, be under the influence of, share, or sell any drugs, or any controlled substances, on school grounds, at school-sponsored events, or on school buses. "Drug" means any controlled substance, controlled substance analogue, marijuana, legend drug or any other substance whose possession or use is regulated in any manner by any governmental authority. Exception: Use of tobacco products is not a zero tolerance offense. See Board Policy 1.803 (Tobacco and Vape-Free Schools).

2. **FIREARMS.** Students shall not possess, handle, transmit, use, or attempt to use firearms on school grounds, at school-sponsored events, or on school buses. This zero tolerance policy applies irrespective of whether the firearm is loaded or unloaded.

3. **ASSAULT OF EMPLOYEE/SRO.** Students shall not commit aggravated assault[4] or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.[5]

4. **THREATS OF MASS VIOLENCE.** Students shall not make valid threats of mass violence, as determined by a threat assessment team, on school property or at a school-related activity.

5. **BOMB THREATS.** Students shall not make, aid, or encourage the making of a bomb threat or bomb threat hoax.

6. **POSSESSION OF EXPLOSIVES.** Any student found in possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines or similar devices shall be subject to the zero tolerance policy. Possession of fireworks altered or modified to constitute an explosive may be considered a zero tolerance offense only if the altered fireworks

are identified as an explosive by law enforcement officials. For general possession of fireworks not deemed an explosive by law enforcement, see Board Policy 6.300.

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

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

REASONED JUDGMENT OFFENSES

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

1. **WEAPONS OTHER THAN FIREARMS.** State law allows the school administrator to use reasoned judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is broad since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the Principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his/her decision. The Principal may assign punishment, including remandment or suspension up to one (1) calendar year based on these considerations. If a student is suspended for the maximum time of one (1) year, the student and/or his/her parent/guardians may make application for modification to the Director of Schools.

2. **OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in possession of or use any instruments or substances, including but not limited to nonprescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to self or others or in a manner which renders the item

dangerous in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

NOTIFICATION

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

Adm 6.300.1

Student Suspensions and Zero Tolerance Behavior

Suspensions Generally

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

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Possession of a toy weapon on school property. A toy weapon includes, but is not limited to, a pistol, gun, firearm, sword, or knife (with the exception of toy weapons brought for school-sponsored or approved purposes);
9. Assaulting a principal or teacher with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbital or legend drugs as defined in TCA 53-10-101;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
13. Off-campus criminal behavior which results in the student being legally charged with a felony, or the equivalent of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process;
14. Any other conduct prejudicial to good order or discipline in any school.

In-school and/or out-of-school suspension must not be used as part of the progressive truancy intervention plans for unexcused absences from class or school.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal. Students under suspension from one school in the school system cannot enter another school in the system, except as assigned or permitted to enroll in the alternative school for suspended or expelled students. Additionally, students subject to out-of-school suspension, remandment, or expulsion shall not be present on Rutherford County School property or at any school-sponsored event unless they are reporting to an assigned alternative school/program, or specific permission has been given by the principal overseeing the property or event.

It is principal's discretion regarding whether a student returning from alternative school or suspension/expulsion may or may not participate in graduation activities.

Zero Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year, unless the offenses are deemed reasonable judgment offenses, notated with an asterisk. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

- Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana/THC)
- Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana/THC)
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana/THC)
- Possession of a firearm
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault
- Bomb threat
- Possession of substances or devices deemed to be explosives by law enforcement
- Students charged with committing an on-campus violent felony listed in Board Policy 6.309
- Possession/use/transfer of dangerous weapons other than firearms.*
- Possession/use/transfer of other instruments and substances with the intent to do harm to self or others or in a manner that renders the item dangerous.*

The Director of Schools may modify the suspension on a case-by-case basis by allowing a student to attend an alternative school or in any other manner. If the student is allowed to attend an alternative school, the principal of the alternative school may recommend that the student return to the regular school prior to the expiration of the calendar year based upon exemplary

progress. It is a principal's discretion regarding whether a student returning from alternative school or suspension/expulsion may or may not participate in graduation activities.

In-School Suspension

1. As authorized by TCA § 49-6-3401, any principal or assistant principal may suspend any student from attendance at a specific class, classes, riding a school bus, or school sponsored activity on or off campus without suspending such pupil from attendance at school for good and sufficient reasons, including, but not limited to:

    1. Behavior which adversely affects the safety and well-being of other students;
    2. Behavior which disrupts a class or school sponsored activity; or
    3. Behavior prejudicial to good order and discipline occurring in class, during a school-sponsored activity, on the school campus or on a school bus.

2. 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
3. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work 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.
4. Students under in-school suspension are counted present in the same manner as students who attend regular classes.

Procedures for In-School and Out of School Suspension:

1. Unless the student's continued presence in school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend 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 of any student (other than for an in-school suspension of one (1) day or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and the Director of Schools or the Director of Schools' designee in writing:

    a. Of the suspension, which shall be for a period of no more than ten (10) days, except as provided in item five (5) below;
    b. Of the cause for the suspension;
    c. Of the principal's request for a meeting with the parent/guardian, the student, and the principal, to be held as soon as possible, but no later than five (5) days following the suspension; and
    d. Of the conditions for readmission, which may include, at the request of any party, a meeting of the parent/guardian, student, and principal.

    The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. If the principal determines the length of the suspension to be more than five (5) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school. A copy of such plan shall be attached to the suspension form, sent to the Director of Schools or his designee and available for review.
4. If the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension for more than ten (10) days, upon approval of the Director of Schools or his designee, the principal may suspend the student unconditionally for a longer specified period of time (more than ten (10) days) or upon such terms and conditions as are deemed reasonable. As an alternative to suspension for an extended suspension of more than ten (10) days, the student may be assigned to an alternative school based upon the recommendation of the principal and approval of the Director of Schools or his designee.
5. The principal shall immediately give written notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days, or assign the student to the alternative school. All appeals should be in writing and must be filed 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.
6. The appeal from the principal's decision shall be to the Disciplinary Hearing Authority (Hearing Officer). The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the Disciplinary Hearing Authority.
7. The Board shall establish a Disciplinary Hearing Authority (DHA) to conduct a hearing on appeal for students who have been suspended when the suspension is for more than ten (10) school days. The Disciplinary Hearing Authority (DHA) shall consist of one (1) to three (3) members, appointed to one-year terms and subject to reappointment by the Board, upon recommendation by the Director of Schools.

8. The Director of Schools or designee shall serve as chair of the DHA and shall perform the following duties:

    a. Identify the members of the DHA assigned to hear each individual case;
    b. Prepare and disseminate the minutes or report of each meeting;
    c. Set the time, place, and date for each hearing;
    d. Notify the appropriate persons of each meeting as soon as possible after receiving the request for hearing; and
    e. Sign a copy of the minutes or report of each meeting.

    Each hearing shall be conducted by the DHA, and no member of the Hearing Authority shall be from the home school of the suspended student. Each hearing must be held, each 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. Notification shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Director of Schools.

9. After the hearing, the DHA may:

    f. Affirm the decision of the school principal;
    g. Order removal of the suspension unconditionally;
    h. Order removal of the suspension upon such terms and conditions as it deems reasonable;
    i. Assign the student to an alternative program; or
    j. Suspend the student for a specified period of time.

10. Within five (5) calendar days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Director of Schools, and the Director of Schools shall review the record. Following the review, the Director of Schools may affirm, overturn, or modify the decision of the DHA.

11. Within five (5) calendar days of the Director of Schools rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may take the following actions:

    k. Affirm the decision of the hearing authority; or
    l. Modify the decision to a lesser penalty; or
    m. Grant a hearing before the Board.

12. If the Board chooses to grant a hearing, it may:

    n. Affirm the decision of the hearing authority; or
    o. Modify the decision in any manner; or
    p. Impose a more severe penalty than that of the hearing authority.

Discipline of Special Education Students
The Individuals with Disabilities Education Act (IDEA) directs the manner in which special education students may be disciplined. All faculty shall follow the established guidance when disciplining special education students. *See also* Administrative Procedure 6.500.2.

Policy 6.315

SUBJECT: **DETENTION**

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one day of notice before detention.
2. Parents will be informed before detention takes place.
3. Students in detention will be under the supervision of certified staff members.

4. Detention will not exceed one hour after the official closing of the school day but may be administered several days in succession.
5. Teachers must have the approval of the principal before detaining a student.

Policy 6.319

SUBJECT: **ALTERNATIVE SCHOOL PROGRAMS**

The Board shall operate an alternative school and/or program for students in grades seven through twelve (7-12) who have been suspended or expelled from regular school programs. Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's regular school.

The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.

Assignment

Students who have been suspended for more than ten (10) days or expelled shall be assigned to the alternative school or program if there is staff and space available. Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;
2. Safety considerations; and
3. Type of infraction.

The Director of Schools/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero tolerance offense; or
2. An offense of violence or threatened violence or an offense that threatened the safety of other students at the school, if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.

Consideration to assign these students to the alternative school or program will be determined by the Director of Schools/designee on a case-by-case basis.

Prior to the assignment of the student to an alternative school program, the Director of Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations related to special education shall be followed. The Director of Schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.

Attendance in alternative school programs shall be mandatory, and students attending an alternative school located outside of the school district shall provide their own transportation.

The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in an alternative education program.

Removal

A student may be removed from the alternative school or program if:

1. The student violates the rules of the alternative school or program; or
2. The student is not benefiting from the assignment and all interventions have been exhausted unsuccessfully.

Additional Offenses

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

Transition Plans

The Director of Schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned to the alternative school.

Policy 6.318

SUBJECT: ADMISSION OF SUSPENDED OR EXPELLED STUDENTS

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

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension/expulsion from the former school system The principal may ask

the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools. Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

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

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

Policy 6.301

SUBJECT: RIGHTS AND RESPONSIBILITIES

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth"; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal Drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the Law, and accept the consequences for articles stored in one's locker.

Policy 6.302

SUBJECT: PROCEDURAL DUE PROCESS

All students shall be treated with fairness.

Before school authorities shall administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that the offender understands the nature of the offense, and that the offender knew the consequences of the offense for which the offender is accused is sufficient. In cases of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of the student's 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, the principal shall follow the steps outlined in Policy 6.316.

Policy 6.303

SUBJECT: QUESTIONING, INTERROGATIONS, AND SEARCHES

QUESTIONING BY SCHOOL PERSONNEL

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may question the student, without the presence of parent(s)/guardian(s) or legal custodians.

INTERROGATIONS BY LAW ENFORCEMENT AT ADMINISTRATOR'S REQUEST

If the principal has requested assistance by law enforcement to investigate a crime involving the principal's school, law enforcement shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the student's parent(s)/guardian(s) or legal custodian(s) of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodian(s). The principal or principal's designee shall be present during the interrogation unless required to leave by law enforcement.

LAW ENFORCEMENT-INITIATED INTERROGATIONS

If law enforcement deems circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, law enforcement shall first contact the principal regarding the planned interrogation and inform the principal of the probable cause to investigate. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodian(s). The principal or principal's designee shall be present during the interrogation unless required to leave by law enforcement.

SEARCHES BY SCHOOL PERSONNEL

General

Staff have the duty to report to the principal any reasonable suspicion that a student is in possession of or is carrying a dangerous weapon on school grounds or within any school building or is using or in possession of drugs.

The principal has the duty to report any violations to the appropriate law enforcement officer. Any dangerous weapon or drug discovered by the principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

The school principal shall authorize all searches at the outset per state law. All principal-initiated searches shall be conducted by a school security officer, or a school administrator or school employee designated by the Director of Schools who has completed the state-required training. The following conditions shall apply to principal-initiated searches:

1. All the following standards of reasonableness must be met:
    a. A particular student has violated school policy;
    b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
    c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
    d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
    e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student (sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth") as well as the nature of the alleged infraction;
2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and
4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search.

If a school resource officer searches a student based on having probable cause, the principal shall notify the Director of Schools/designee.

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of student lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.

The principal shall ensure that notice is posted on school campus that vehicles parked on school property, lockers, or other enclosures used for storage by students are subject to being searched.

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 persons of students or visitors.

USE OF WEAPON DETECTION SYSTEMS

Weapon detection systems may be used in searches, including hand-held models that are passed over or around a student's body, and students, containers, and packages may be required to pass through a stationary detector.

The principal shall ensure that all metal detectors are maintained and calibrated in accordance with the manufacturer's directions and are stored appropriately.

Policy 6.304

SUBJECT: **STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING, AND INTIMIDATION**

It is the policy of the Rutherford County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

In order to maintain a safe, civil, and supportive school environment for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be published in the parent/student handbook distributed to every student annually.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

Discrimination (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination (including the definition of antisemitism found in Policy 4.100). It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination.

Student discrimination will not be tolerated. Discrimination is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or

2. Crate an intimidating, hostile or offensive learning environment; or

3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or

4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Cyber-Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying, Intimidation, and Harassment are defined as 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 in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student; 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. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."

Cyber-bullying is defined as 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" is 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.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.

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

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 disciplinary action up to and including suspension.

There will be no retaliation against any person who reports or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

Any employee disciplined for violation of this policy may appeal the decision by contacting the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

COMPLAINTS AND INVESTIGATIONS

Any student of the school district may report a discrimination or bullying/cyber-bullying/intimidation complaint to any teacher, administrator, or other school official. Any teacher, administrator or other school official who has or receives notice that a student has or may have been the victim of discrimination/bullying/cyber-bulling or intimidation shall notify the principal/designee immediately. The principal/designee shall then follow the following process:

- The principal/designee at each school shall be responsible for investigating and resolving complaints.

- Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools/designee with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

- Complaints against the principal shall be reported to the director of schools/designee.

- The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination/bullying/cyber-bullying or intimidation. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination/bullying/cyber-bullying or intimidation shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

- Upon determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools/designee with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the Federal Education Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232(g), a written report of the investigation will be delivered to the parents of the complainant, parents of the accused student and the director of schools/designee.

RESPONSE AND PREVENTION

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, 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 a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

By August 1 of each year, the Director of Schools/designee shall prepare a report of all of 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.

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 principal/designee 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 expulsion.

ADM 2-11

SUBJECT: **SECTION 504 AND ADA GRIEVANCE PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794; 34 CFR § 104) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 requires a school district to provide a Free and Appropriate Education (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular related aids and services designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities.

District 504 Coordinator:

Rutherford County Schools (RCS) has designated the following employee to coordinate efforts to comply with and carry out the school district's responsibilities under Section 504, including any investigation of any formal complaints alleging non-compliance with Section 504:

Pamela Parker, Student Support Specialist
2240 Southpark Blvd.
Murfreesboro, TN 37128
615-893-5815 ext. 22058
parkerp@rcschools.net

Informal Complaint

An informal complaint is an expedited, collaborative method of resolving a student's disability-related concern(s). While the filing of an informal complaint is not required prior to filing a formal complaint, parents are encouraged to do so in order to resolve the matter promptly through discussions and problem-solving with the District 504 Coordinator. An informal complaint must be filed by the parent with the District 504 Coordinator within ten (10) calendar days of the alleged violation of Section 504. The complaint may be filed orally or in writing to parkerp@rcschools.net. If the complaint is made orally, the District 504 Coordinator will reduce it to writing on the RCS Section 504 Complaint Form and ask the parent to sign and date it. A meeting (whether in-person or via telecommunication) to discuss the concern(s) must be convened within five (5) calendar days after receipt of the informal complaint, or on a mutually agreed upon date and time. Depending on the nature of the allegations, the District 504 Coordinator may elect to involve the School-level 504 Coordinator in the resolution of the complaint and/or in the resolution meeting. If the complaint is not resolved as of that meeting, or if the parent wishes to bypass the informal complaint process, the parent may file a formal complaint.

Formal Complaint

A formal complaint is a District-level investigation conducted by the District 504 Coordinator into an allegation of disability discrimination against a student. The process may take longer to resolve than an informal complaint, and it results in a written response to the parent from RCS. A formal complaint must be filed by the parent within ten (10) calendar days of the alleged violation of Section 504, or within ten (10) calendar days of the resolution meeting for the informal complaint filed. Formal complaints of disability discrimination may be made orally or in writing to the District 504 Coordinator. The District 504 Coordinator will provide the parent with the RCS Section 504 Complaint form, which must be returned to the District 504 coordinator in person or to parkerp@rcschools.net. If the complaint is made orally, the District 504 Coordinator will reduce it to writing on the RCS Section 504 Complaint Form and ask the parent to sign and date it. Upon receipt of the complaint, the District 504 Coordinator will review and investigate the allegation(s). The Coordinator will meet (whether in person or via telecommunication) with all parties involved as needed, review evidence, and formulate a conclusion. The Coordinator will provide the parent with a written response within twenty (20)

calendar days, as well as information on further dispute resolution procedures that may be followed if the parent is dissatisfied with the Coordinator's proposed resolution.

Appeals of Formal Complaints

If the parent wishes to appeal the formal complaint decision of the District 504 Coordinator, they must submit a letter requesting an appeal to the Director of Special Populations and Federal Programs or his/her designee within ten (10) calendar days of the District 504 Coordinator's response. Letters requesting the appeal must be submitted to gullionm@rcschools.net. The Director of Special Populations and Federal Programs or his/her designee will meet (whether in person or via telecommunication) with all parties involved as needed, review evidence, formulate a conclusion, and respond in writing to the appeal within twenty (20) calendar days.

Impartial Hearing Procedure:

Section 504 provides the right to an impartial hearing (also called a due process hearing) if a parent wishes to contest any action of the school district regarding their child's identification, evaluation, and/or placement under Section 504. If a parent requests a Section 504 hearing, the parent has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense.

Request for Hearing

A parent who wishes to challenge an action or omission by the school district with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability must make a written request for a due process hearing to the District Section 504 Coordinator. The written request must be made on the RCS 504 Due Process Hearing Request Form and submitted to parkerp@rcschools.net.

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) calendar 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 shall not be a current employee of the school district and shall not be related to any current member of the RCS Board of Education. The hearing officer need not be an attorney but must 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 it does not relate to the identification, evaluation, or placement of the student. If a parent 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 will set a date for the hearing within fifteen (15) calendar days of his/her appointment and provide this information in writing to the parent 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 will be represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 Coordinator and the 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.

Ex Parte Communication

Parties to hearings must not engage in ex parte communication with the hearing officer. Ex parte communication occurs when one party to the proceeding initiates discussions about a case with the hearing officer to the exclusion of the other party or parties. All contact with the hearing officer must be in writing with a copy to the other party. If a parent wishes to initiate a telephone conversation with the hearing officer, they are required to first write (fax or e-mail) to the hearing officer, with a copy to the other party, requesting the opportunity to speak with the hearing officer with the other party on the call as well. The hearing officer will not respond to ex parte communications except for emergency discussions to discuss new dates.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent 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, electronically, or in person depending on the hearing officer's decision based on the convenience to both parties.

Failure to Appear at a Pre-Hearing Conference

If a party fails to appear for a pre-hearing conference, a hearing officer may proceed with the conference and/or may also dismiss the case or rule by default for the opposing party.

Dismissal

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 Officer Letter Confirming Results of Pre-hearing Conference

After the pre-hearing conference, the hearing officer will prepare a letter summarizing the matters discussed, agreed upon, or otherwise decided during the conference. This letter will serve as a pre-hearing order.

Requests for Documents

Any party may request any other party to produce or make available for inspection or copying any documents or tangible things, not privileged, not supplied previously, and which are in the possession, custody, or control of the party upon whom the request is made. Requested documents not been disclosed to the parties within the timeframe prescribed by the hearing officer may not be introduced into evidence.

Hearing

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

Failure to Appear

If a party fails to appear at the scheduled hearing, the hearing officer may take evidence and issue such orders as may be necessary including, but not limited to, ordering an educational placement for the child or defaulting the absent party.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing shall be video recorded. RCS will be responsible for making arrangements to have the hearing recorded. RCS 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, if not already prepared prior to the appeal.

Format of Presentation

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. Each side will have an equal amount of time to present its position, 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, introducing evidence, 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 attorneys.

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 will address all of the issues raised by the parent as well as 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 504 Coordinator, unless the hearing had been continued. 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 either party is dissatisfied by the decision of the hearing officer, the party may seek review of the decision in a court of competent jurisdiction.

Filing a Complaint with the Office for Civil Rights

An individual may file a complaint of disability discrimination with the U.S. Department of Education, Office for Civil Rights (OCR), in accordance with its filing procedures. The OCR complaint process is available whether or not the complainant participates in the District's complaint resolution processes.

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

SUBJECT: **STUDENT TRANSPORTATION MANAGEMENT**

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations. Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.

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

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

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

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 on forms designated by the District on its website;

2. Forms may be submitted in person, via mail, via phone, or e-mail. in the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

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

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

1. The time and date the complaint was received;

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

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

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

RECORDKEEPING

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

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

Policy 6.308

SUBJECT: **BUS SAFETY AND CONDUCT**

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

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

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

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

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

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

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

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

USE OF VIDEO CAMERAS

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

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

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

ADM 2-8

SUBJECT: **BUS STOPS IN URBANIZED AREAS/SUBDIVISION**

The Transportation Department shall be responsible for locating bus stops on each bus route. The Transportation Department will locate bus stops in such a manner as to ensure that no student is required to walk further than two tenths of a mile from their driveway to the stop.

Policy 6.312

SUBJECT: **USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES**

General

Students may possess wireless communication devises so long as such devices are stored and not in use for the entirety of the school day. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as cell phones, laptops, tablets, and gaming devices.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;

2. When authorized by a teacher for educational purposes;

3. To manage the student's health;

4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or

5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

NON-COMPLIANCE

A student in violation of this policy is subject to disciplinary action pursuant to the code of conduct. Students with continued non-compliance will progress through the disciplinary levels in the code of conduct.

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

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

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

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at the school, parent(s)/guardian(s) shall be alerted by the school and/or the district.

Policy 6.310

SUBJECT: DRESS CODE

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.

Students in grades six through twelve are prohibited from wearing while on school property, any type of clothing, apparel, or accessory which denotes such student's membership in or affiliation with any gang associated with criminal activities. The local law enforcement agency shall advise the local board, upon request, of gangs which are associated with criminal activities.

Clothing and accessories bearing slogans that are about or suggestive of drugs, alcohol, sex, obscenities or prove to be a disturbing influence shall not be allowed in the Rutherford County School System.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. 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 administer appropriate punishment, which may include suspension and/or expulsion.

Policy 6.3101

SUBJECT: GANG ACTIVITY OR ASSOCIATION

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel,

jewelry, accessory, or manner of grooming which, by virtue of its color, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or other related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical harm to students are prohibited.

The Director of Schools will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Policy 6.311

SUBJECT: **CARE OF SCHOOL PROPERTY**

Students are expected to help maintain the school environment, preserve school property, and exercise care while using school facilities.

All school system employees shall report all damage or loss of school property to the principal or designee immediately after such loss or damage 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.

Students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item under the jurisdiction of the Board of Education.

When the person causing damage or loss has been identified and the costs to repair or replace 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. 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.

Policy 1.803

SUBJECT: TOBACCO AND VAPE-FREE SCHOOLS

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Employees may not smoke or vape anywhere on school grounds, including in the employee's car if on school property. If an employee is given permission to leave school grounds to smoke or vape, the employee must not be within 100 feet of any school entrance. The employee must not litter or trespass on others' property

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Any student who possesses these products may be disciplined by the school principal.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden.

Policy 6.4031

SUBJECT: PEDICULOSIS (HEAD LICE)

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

It shall be the responsibility of the principal or school nurse to notify the parent(s)/guardian(s) in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the treatment.

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

1. Proof of treatment with a pediculicide product (head lice shampoo), or
2. Determination (after examination) by a school health official that there has been improvement since the parent/guardian was notified.

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

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

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

ADM 2-10

SUBJECT: MEDICINES AND HEALTH CARE PROCEDURES

SELF-ADMINISTRATION OF MEDICATION

No school official or teacher will routinely dispense medication to students except in unique situations in which a student's health is dependent upon medical aid. If under exceptional circumstances a student is required to take medication (non-prescription or prescription) during school hours and a parent cannot be at school to administer the medication, only the principal or the principal's designee, after successfully completing a mandatory medication administration in-service, will assist in the self-administration of medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

1. The student must be competent to self-administer non-prescription or prescription medication with assistance;
2. The student's condition, for which the medication is authorized and/or prescribed must be stable;
3. The self-administration of the medication must be properly documented;
4. Guidelines, not inconsistent with this section, for the assistance in self-administration of non-prescription and/or prescription medications by personnel in the school setting, developed by the Department of Health and the Department of Education and approved by the Board of Nursing, must be followed (Guidelines for Use of Health Care Professionals and Health Procedures in A School Setting);
5. The student's parent/guardian must give permission in writing for the school personnel to assist with self-administration of medications. Such written permission shall be kept in student's school records; and

6. Assistance with self-administration shall primarily include storage and timely distribution of medication.

EXCEPTIONS IN WHICH STUDENTS MAY SELF-CARRY MEDICATION

Students, after following all applicable procedures of notifying the school and providing a physician's order and receiving school permission, may self-carry ONLY the following:

1. Inhalers
2. Epinephrine injection pens (e.g., Epi-Pen, Auvi-Q)
3. Diabetic Supplies, if included in the student's Individualized Health Plan
4. Pancreatic Enzymes
5. Adrenal Crisis Medication, if included in the student's Individualized Health Plan

PRESCRIPTION MEDICATION

Prescription medication may be self-administered by a student with the assistance of appropriately trained school personnel only with the written request and permission of a parent/guardian.

All directives of the accompanying policy will be followed.

The principal or principal's designee may assist in the self-administration of prescription medication under the following regulations:

1. Written instructions signed by the parent/guardian will be required and will include:
    a. Student's name
    b. Name of medication
    c. Name of physician
    d. Time of the self-administration
    e. Dosage and directions for self-administration
    f. Purpose of the medication
    g. Possible side effects, if known
    h. Termination date for self-administration of the medication

IF THE MEDICATION IS FOR CHRONIC OR LONG TERM MEDICAL CONDITION (OVER THREE WEEKS), OF IF REQUESTED BY THE SCHOOL NURSE, A PHYSICIAN'S/LICENSED HEALTH CARE PROVIDER'S SIGNATURE IS REQUIRED.

2. The medication must be brought to school in the original pharmacy-labeled container.
3. The medication will be self-administered only in accordance with label directions or written instructions from the student's physician. The district reserves the right to verify that the label on the prescription matches the physician's orders.
4. If the physician's order requires a dosage outside the published dosing guidelines and/or the ordered dosage is not FDA-approved for the student's age, a waiver must be completed by the parent/guardian.
5. The medication must be delivered to the principal's office in person by the parent/guardian of the student or the parent's adult designee.

6. An individual record will be kept of such prescription medication self-administered by the student with the assistance of appropriately trained school personnel.
7. Medications will be stored in a clean, locked cabinet or container.
8. All permission for medication shall be renewed at the beginning of each school year.
9. The parent/guardian is responsible for providing the principal a physician's written order for any change in medication. A copy of the physician's order must be provided to the appropriate licensed health care professional by the principal.

Unless the above requirements are met, prescription medication will not be self-administered at school.

NON-PRESCRIPTION MEDICATION

Non-prescription medication may be self-administered only with the written request and permission of a parent/guardian.

All directives of the accompanying policy will be followed.

The principal or principal's designee may assist in the self-administration of non-prescription medication under the following regulations:

1. Written instructions signed by the parent/guardian will be required and will include:
    a. Student's name
    b. Name of medication
    c. Name of physician
    d. Time to be self-administered
    e. Dosage and directions for self-administration
    f. Purpose of the medication
    g. Possible side effects, if known
    h. Termination date for self-administration of the medication
2. All non-prescription drugs given in school shall be brought to school in the manufacturer's original sealed container and labeled with the ingredients listed and the student's name affixed to the container.
3. The non-prescription medication must be delivered to the principal's office in person by the parent/guardian of the student or the parent's adult designee.
4. The medication will be self-administered only in accordance with label directions or written instructions from the student's physician.
5. If the parent/guardian requests a dose be administered that does not fall within the dosing guidelines of the label or the dosage is not FDA-approved for the student's age, a health care provider's order will be required, and a waiver shall be completed by the parent.
6. An individual record will be kept of such non-prescription medications self-administered by the student with the assistance of appropriately trained school personnel.
7. Non-prescription medication will be stored in a clean, locked cabinet or container.

8. All permission for medication shall be renewed at the beginning of each school year.

Unless these requirements can be met, non-prescription medication will not be self-administered at school.

ALTERNATIVE MEDICATIONS, ENERGY DRINKS, AND DIFFUSERS

Alternative Medications (herbs, herbal supplements, homeopathic medicines, vitamins, traditional or cultural treatments, salves, nutritional supplements, medical food, CBD oil, CBD foods, and other products that are not generally considered part of conventional medicine) will not be administered at school. The actions and potential side effects of these products are not readily available to health care providers and cannot be safely administered by school staff.

Energy Drinks, which are considered dietary supplements, have been linked to numerous untoward side effects and even death and will not be permitted in the school setting.

Diffusers-the use of diffusers and essential oils will not be permitted by students or district staff.

ADMINISTRATION OF MEDICATION BY APPROPRIATELY LICENSED HEALTH CARE PROFESSIONALS

Administration of medications to students whose medical condition is not stable or who are not competent to self-administer medication with assistance during the school day or at related events shall be performed by appropriately licensed health care professionals in accordance with applicable guidelines of their respective regulatory boards and in conformity with policies and rules of the school system. A physician's/licensed health care provider's signature is required for the administration of both prescription and non-prescription medication by an appropriately licensed health care professional. The student's parent/guardian must also give permission in writing for appropriately licensed health care professionals to administer medication. Such written permission shall be kept in the student's school records.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Prescription and non-prescription medication may be administered only with the written request and permission of a parent/guardian.

All directives of the accompanying policy will be followed.

All licensed health care professionals shall administer prescription and non-prescription medication under the following regulations:

1. Written instructions signed by the parent/guardian will be required and will include:
    a. Student's name
    b. Name of medication
    c. Name of physician
    d. Time to be administered
    e. Dosage and directions for administered
    f. Purpose of the medication
    g. Possible side effects, if known
    h. Termination date for administration of the medication.

2. The medication must be brought to school in the original pharmacy labeled container.
3. The medication will be administered only in accordance with label directions or instructions from the student's physician.
4. The medication must be delivered to the principal's office in person by the parent/guardian of the student or the parent's adult designee.
5. An individual record will be kept of such prescription medications administered.
6. Medications will be stored in a clean, locked cabinet or container.
7. All permission for medication shall be renewed at the beginning of each school year.
8. The parent/guardian is responsible for providing the principal a physician's written order for any change in medication. A copy of the physician's order must be provided to the appropriate licensed health care professional by the principal.
9. If the parent requests a dose be administered that does not fall within the dosing guidelines of the label or the dosage is not FDA-approved for the student's age, a health care provider's order will be required, and a waiver shall be completed by the parent.

Unless these requirements are met, medication will not be administered at school.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

PROCEDURE FOR ADMINISTRATION OF MEDICATION BY NURSE

1. Identify student.
2. Identify medication.
3. Note student's name on bottle.
4. Note date of medication on bottle.
5. Note dosage of medication on bottle.
6. Note instructions on bottle for giving the medication.
7. Compare information on medication bottle with medication record information.
8. Check to see that the medication has not been given already for that day and time by another person.
9. Administer the medication to the student as directed.
10. Record time and date the medication was given on student's medication record.
11. Return medication to locked medication cupboard.

A copy of this procedure shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

PROCEDURE FOR SELF-ADMINISTRATION OF MEDICATION BY NURSE OR TRAINED MEDICATION ADMINISTRATOR

1. Identify student.
2. Identify medication.
3. Note student's name on the bottle.
4. Note date on medication on bottle.
5. Note dosage of medication on bottle.
6. Note instructions on bottle for giving the medication.

7. Compare information on medication bottle with medication record information.
8. If medication is for a chronic or long-term medical condition (over three weeks), OR if requested by the school nurse, a physician's licensed health care provider's signature is required.
9. Check to see that the medication has not been given already for that day and time by another person.
10. Dispense the medication to the student as directed.
11. Record time the medication was given on student's medication record.
12. Return medication to locked medication cupboard.
13. Exception for eye drops, ear drops and ointments: As these are not in tablet/capsule/liquid form, they cannot be divided into labeled containers for dispensing. The student may bring the container to and from school, after the parent/guardian initial sign-in, if they need to use this medication during the school day **and** after school hours. This medication is to be kept locked with the other medications, but the student will be allowed to pick up this medication at the end of the day to take home for the evening dosing, and then return it to the medication administrator the next morning. Documentation that the student will be responsible for bringing the medication to and from school for the duration of treatment should be on the medication administration record when the medication is being signed in by the parent/guardian.

A copy of this procedure shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

The school will not accept medications that are not absolutely required during school hours or necessary to provide the student access to the educational program unless exceptional circumstances exist.
Examples of medications that should not be brought to school include:

- Daily/twice daily medications. These can/should be administered outside of school hours.
- "PRN" (as needed) daily medications for chronic conditions such as ADD/ADHD for which daily doses are administered at home.
- Narcotics
- Medications on Clinical Trials
- Medications being administered for reasons/conditions not approved by the FDA or otherwise considered within the standard of care for the condition being treated, or those that are outside established recommended dose limits.

STUDENTS WITH FEVER AND/OR SUSPECTED COMMUNICABLE ILLNESS/DISEASE

FEVER
When a student's temperature is 100.4 degrees or higher, the principal/designee shall notify the parent/guardian to come to the school and take the student home. The principal/designee shall notify a school nurse for instructions. The student may not return to school until the student's temperature has been below 100.4 degrees, without the use of fever-reducing medications such

as Tylenol (acetaminophen) or Advil/Motrin (ibuprofen), for a full 24-hour period. A student identified as having a fever at school over 100.4 and picked up from school will have the remainder of that day excused as well as the following day until the student is fever-free for a 24-hour period.

VOMITING AND DIARRHEA

Mild illness is common among children. Most minor illnesses do not constitute a reason for excluding a child from school. Examples of illnesses and conditions that do not necessitate exclusion include:

- Diarrhea:
    - For diapered students -- stools should be contained within the diaper to remain at school.
    - For older students -- there should be no accidents using the toilet and stool frequency should be less than 2 stools above what would be considered normal for that child.
- Vomiting:
    - A student who has vomited fewer than 2 times in a 24-hour period in the absence of other symptoms of illness may be permitted to remain at school. For those not meeting these criteria, exclusion is recommended until symptoms have resolved, unless vomiting is determined to be caused by a noncommunicable condition and the child is able to remain hydrated and participate in activities.

(Red Book®: 2021 - 2024 REPORT OF THE COMMITTEE ON INFECTIOUS DISEASES. American Academy of Pediatrics)

The school nurse may use professional judgment when determining whether students with these conditions should remain at school.

HEALTH CARE PROCEDURES DONE BY STUDENTS WITHOUT ASSISTANCE

If a student has been taught to perform their own procedure and does not need assistance, space must be made available for the student to perform this task. Written physician's orders and parent/guardian authorization are required. A nursing assessment is also highly recommended. The parent/guardian must sign a release for the nurse to freely communicate with the prescribing health care provider, or the procedure cannot be performed at school. Written physician's orders and parent/guardian authorizations and releases are required annually and when orders change.

ACTIVITIES OF DAILY LIVING

Those activities that are commonly deemed to be activities of daily living (ADL) do not need to be performed by a licensed health care professional. These may include, but are not limited to:

1. toileting
2. bathing
3. diapering
4. dressing
5. feeding
6. transferring

7. positioning
8. application and removal of protective devices
9. recording or intake and output

In general, a nursing assessment, physician's orders, and parent/guardian authorization are not needed for ADLs.

COMMON EMERGENCIES

The following conditions may require first aid and/or emergency care provided by the school staff and/or the school nurse:

1. seizure
2. respiratory distress
3. bleeding
4. heat/cold emergency
5. cardiac arrest
6. allergic reaction
7. choking
8. fainting
9. major trauma

Children with known health problems may have specific health care plans available in the school setting should an emergency arise. School personnel must respond appropriately in any emergency situation. Nursing assessments, physician's orders, and parent/guardian authorization may also be obtained.

ADMINISTRATION OF HEALTH CARE PROCEDURES BY APPROPRIATELY LICENSED HEALTH CARE PROFESSIONALS

Administration of health care procedures to students during the school day or at related events shall be performed by appropriately licensed health care professionals in accordance with applicable guidelines of their respective regulatory boards and the school system. Written physician's orders are required for appropriately licensed health care professionals to perform health care procedures. The student's parent/guardian must also give permission in writing for appropriately licensed health care professionals to perform health care procedures. Such written permission shall be kept in the student's school records. The parent/guardian must sign a release for the nurse to freely communicate with the prescribing health care provider or the procedure cannot be performed at school. Written physician's orders and parental authorizations and releases are required annually and when orders change.

Documentation of health care procedures should include the following:

1. name of student
2. name of procedure
3. name of person performing the procedure
4. date
5. time
6. results of the procedure
7. if the procedure was not performed, the reason procedure was omitted

Nursing assessment, physician's orders, and parent/guardian authorization are required for procedures done by students with assistance. The nursing assessment will determine whether or not an Unlicensed Assistance Personnel (UAP) can assist the student.

All other health care procedures must be performed by appropriately licensed health care professionals. Written physician's orders and parent/guardian authorization are required. The parent/guardian is responsible for providing the principal a physician's written order for any change in medical procedure. A copy of the physician's order must be provided to the appropriate licensed health care professional by the principal.

Health care procedures for a student who has a life-threatening medical condition that requires almost exclusive medical supervision and/or constant, intensive care or monitoring from an appropriately licensed health care professional, are beyond the scope and responsibility of the school system. The school system will continue to provide educational services to such student under the terms of the student's IEP through homebound instruction as determined by the M-team.

PARENT COMMUNICATIONS/FEEDBACK

When there is an unexpected change in a student's physical condition, or if the outcome of a specialized health care procedure is different from the expected results, the principal will be notified, and written notification/feedback shall be sent to the parent/guardian of the student.

If the student's condition indicates a need for prompt medical evaluation, the licensed health care professional should make every attempt to contact the parent/guardian by phone as well as send written notification to them. All conversations shall be documented including date and time. A copy of the written communication/feedback shall be placed in the student's medical file as well as any correspondence from the parent/guardian. At parent/guardian request, a copy of the licensed health care professional's observations shall be sent to the student's physician. A copy of all written documentation shall be given to the principal at the principal's request.

Policy 6.701

SUBJECT: **STUDENT SOLICITATIONS / FUNDRAISING ACTIVITIES**

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 are permitted in the individual schools and each activity 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. No fundraising activities will be conducted without the approval of the principal. Fundraising companies shall obtain permission in writing from the principal to visit the school. No teacher or coach shall be contacted by salespeople during school hours, without prearrangement through the principal. Student organizations will not conduct fundraising campaigns without first the approval of the principal.

3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into an activity fund of the school for use by the school, (including class rings). No school employee shall personally benefit from any fundraising activity.

4. All fundraising activities must be approved in writing by the principal. In granting approval for a fundraising activity, the principal 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. The authorization request shall contain the following information:

    i. A list of the proposed fundraising activities;
    ii. Purpose of the fundraising activity;
    iii. Amount needed and proposed uses;
    iv. Present balance of affected fund and/or accounts;
    v. Expected student involvement in fundraising activity (school-wide or individual class or club);
    vi. Anticipated beginning and ending dates; and
    vii. Margin of profit and how it is to be paid to the school.

5. Students involved will not be excused from a regular class for purposes of participating in fundraising activities, without the express approval of the Director of Schools/designee.

6. No quotas will be imposed on students involved, and all student efforts shall be voluntary. Students who chose not to participate will not be punished in any manner, such as additional work assignments.

7. Students shall not receive positive or negative grade incentives for school fundraiser participation.

8. The sale of supplies in the classroom as a fundraising project for student activities is prohibited. This does not preclude the operation of a school store under the supervision of the principal or the non-profit sale of supplies which are used by students in making articles that become the individual's property.

9. Announcements over the school public address system and/or permission to post bulletins may be approved by the principal if they announce a program or service for youth by a non-profit local agency.

10. The principal will determine which materials may be distributed to students, except that materials soliciting money or information may not be distributed without specific Director of Schools approval.

11. Schools which schedule fundraising events such as walks, which occur during school hours, shall waive any costs associated with attendance at the events for students who are eligible to receive free or reduced meals. The principal at each school shall have the option to make additional modifications to these costs for students who are not eligible for free or reduced meals but are experiencing financial hardships. The parents of these students should contact the principal in order to discuss these types of modifications. This policy is only applicable to fundraising events which are organized and implemented solely by the school and occur during school hours. (Fundraising activities which involve the sale of magazines, candy, or similar items are not covered under this section of the policy.) This policy is not an effort to prohibit students from voluntarily participating in fundraising events.

12. Students shall be at school a minimum of three (3) hours and sixteen (16) minutes (time required for a full day of attendance pursuant to Tennessee Department of Education Regulations) on days when festivals and walks are scheduled during school hours.

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.

Financial information related to school fundraisers shall be made available to the public upon request. The school system shall provide the information requested within a reasonable amount of time.

LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from

among purchases of chances by means of tickets or otherwise through a random drawing or other random selection process.

Policy 6.200

SUBJECT: **ATTENDANCE**

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

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

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

1. 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.

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

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

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence.. Any extension past five (5) days will be at the teacher's discretion.

Excused absences shall include:

1. Personal illness/injury;
    a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has five (5) school days in which to submit a note. After that time period has elapsed, the absence(s) will become permanently unexcused.

b. The district may accept a written note from a parent/guardian or legal custodian verifying a student's illness for up to a total of eight (8) accumulated days during the school year. However, if a student is absent due to illness more than a total of eight (8) accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent absences due to illness to be excused. For schools on a 4x4 schedule, parent notes will only be accepted for four (4) days in the fall and for four (4) days in the spring.

2. Illness of immediate family member;
    a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.
3. Death in the family;
    a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.
    b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.
4. Extreme weather conditions;
5. Religious observances;
6. Military Service of Parent/Guardian
    a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.
    b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.
7. Pregnancy;
8. School-endorsed activities;
9. Summons, subpoena, or court order;
    a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.
10. Non-School-Sponsored Extracurricular Activity
    a. Documentation of the student's participation in the non-school-sponsored extracurricular activity must be submitted;
    b. The student's parent/guardian submits to the principal a written request for the excused absence no later than seven (7) business days prior to the student's absence.
    c. The principal, in writing, approves the student's excused absence.
    d. The principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year.
    e. The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.

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

The principal shall be responsible for ensuring that:

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

TRUANCY

General

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

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

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

Progressive Truancy Intervention Plan

Tier 1

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

Tier II

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

1. A conference with the student and the student's parent(s)/guardian(s);

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
    a. A specific description of the school's attendance expectations for the student;

    b. The period for which the contract is effective; and

    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and

4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

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

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.

COLLEGE VISITS

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

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

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

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

PERFECT ATTENDANCE

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

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

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

POSITIVE INCENTIVES FOR PERFECT ATTENDANCE

Grades K-8

Individual schools are encouraged to provide incentives for regular attendance.

Grades 9-12

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

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

2 absences – C average
1 absence – D average

Traditional Full Year Classes	Traditional One Semester Class
8 absences-A average	4 absences-A average
6 absences-B average	3 absences-B average
4 absences-C average	2 absences-C average
2 absences-D average	1 absence-D average

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

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

TARDIES K-12

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

a. A doctor's statement;
b. An official court notice; or
c. A parent conference or a parent's telephone call and approval by the administration. (Personal illness would be excused.)

RELEASED TIME COURSE

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law. The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up

exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

CREDIT/PROMOTION DENIAL

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

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

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

ATTENDANCE HEARING

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

SUBJECT: USE OF INTERNET

The Board supports the right of staff and students to have reasonable access to various information formats and believes 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 of Schools/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 resources
    - 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 to any computer
- Violation of copyright laws
- Trespassing in another's folders, work, or files
- Intentional misuse of resources
- 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 on district supported devices:

- Controlling access by students to inappropriate matter on the internet
- 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 online
- Restricting students' access to materials harmful to them; and
- Preventing students from using internet access provided by the district to access websites, web applications, or software that does not protect students against the disclosure, use, or dissemination of their personal information.

The Director of Schools/designee shall establish a procedure to ensure the district's education technology is not used for purposes prohibited by law for accessing sexually explicit materials. The process shall include, but not limited to:

- Utilizing technology that blocks or filters internet access (for both students and adults) to material that is obscene or pornographic
- Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors
- Maintaining and securing a usage log
- Monitoring online 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.

Annually, a notification about the use of the internet and technology will be provided to parents/guardians and students. Parents/guardians may choose to opt out and disallow their student from accessing the internet or technology by opting out on the provided form and confirming the request with the District Office of Instructional Technology.

Complaints alleging a violation of the internet safety measures shall be submitted to the Assistant Superintendent for Curriculum and Instruction. All complaints shall be reviewed to determine how to appropriately respond.

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 expectation 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. The Director of Schools shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the district.

SOCIAL NETWORKING

1. Students are prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.

2. District staff who have a presence on social networking websites are prohibited from posing data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

4. 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.

VENDOR CONTRACTS

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

SUBJECT: HOMELESS STUDENTS

A homeless student shall have equal access to the same free and appropriate public education as provided to other children and youths.

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and

4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining

placement, student-centered factors, including, but not limited to, impact of mobility on achievement, education, health, and safety, shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.

If it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the Director of Schools/designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the Director of Schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record and shall not be considered directory information.

SERVICES

The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The Director of Schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;

2. Coordination with local social service agencies and other entities providing services to homeless students;

3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;

4. Coordinate transportation to the school of origin or choice for homeless students;

5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;

6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;

7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and

8. Unaccompanied youth are enrolled and informed of their status as independent students.

The Director of Schools shall develop procedures to ensure that homeless students are recognized administratively, and that the appropriate and available services are provided for these students. The Director of Schools shall ensure professional development is provided to school personnel providing services to homeless students.

Policy 4.302

SUBJECT: **FIELD TRIPS, COMPETITIONS, PERFORMANCES, AND EXCURSIONS**

Introduction:

School trips designed to stimulate student interest and inquiry and to provide for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a school trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting school trips:

1. Value of the activity to the particular group or groups;
2. Relationship of the school trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of age level;
4. Mode and availability of state- and/or Board of Education-approved transportation; and
5. Cost.

Definitions:

1. A field trip is defined as travel within the same day and limited to a radius of 150 miles. Same day field trips within a radius of 150 miles and out of state (example, Huntsville Space Center or Mammoth Cave) will require the approved Off-Campus Trip Approval Form but will not be considered an excursion (Definition #3). For field trips, both curriculum-based and incentive, it is the responsibility of the school to provide for students who qualify for financial assistance.

   Students shall not be penalized or rewarded for non-participation in field trips (TCA 49-2-114). If the field trip is curriculum based, all students should be allowed to participate or provided alternate activities which satisfy grading criteria. If the field trip is an incentive trip, all students who helped earn the trip should be allowed to participate, if they meet the criteria of the trip.

2. Competitions/Performances are defined as trips made on a scheduled basis and integral to the ongoing operation of an authorized program. Examples include, but are not limited to, athletic contests, music competitions and performances, quiz bowl, debate team, JROTC activities, and math contests. Competitions/Performances, which do not involve overnight stays or travel in excess of 150 miles are not considered field trips and will receive blanket approval of the Superintendent and Board when program guidelines and schedules are approved. A competition/performance which involves an overnight stay becomes an excursion (see definition #3) and completion of the approved Off Campus Trip Approval Form must be submitted. A notarized Travel Permission and Emergency Medical Release Form is required from each student who participates in the competition or performance.

3. An excursion is defined as travel involving overnight stays and/or in excess of 150 miles. Examples include, but are not limited to, Cumberland Museum overnight stays, Land Between the Lakes, Tremont, Beta Club trips, etc. This may include competitions or performances. The Off-Campus Approval Form and a notarized Travel Permission and Emergency Medical Release Form is required from each student who participates in the excursion. Students shall not be penalized for non-participation in an optional excursion.

The following guidelines shall be followed in planning and conducting field trips and excursions:

1. Any teacher desiring to take a group of students on an educational field trip must obtain advance approval of the principal.

2. The trip must have a definite purpose and reflect careful planning. Students shall be prepared by general class discussion and/or research.

3. If bus transportation is required, the principal or his/her designee shall make the necessary arrangements. A fee will be charged to the school when school buses are used.

4. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The

principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent.

5. Trips taken outside of normal school hours must be approved by the Central Office a minimum of twenty (20) working days prior to the trip. The Central Office will issue notification of approval. All current required forms must accompany the request.

6. For all trips outside of normal school hours, the chaperones must be approved by the principal and the Director of Schools/designee in advance. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away. There must be at least one female and one male chaperone if the trip is for a mixed group.

7. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity.

8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and Director of Schools/designee. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.

9. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the Director of Schools/designee.

10. Any school-sponsored trip/excursion which is overnight and/or out-of-state must have prior approval by the Director of Schools or Board. All trips/excursions that must be let for bid shall be submitted for approval sixty (60) days prior to the trip. All other trips/excursions that are outside normal school hours must be approved by the Central Office a minimum of twenty (20) working days prior to the trip. The Director of Schools/designee may make exceptions to this requirement in special circumstances, such as a tournament requiring an overnight stay. Notification of approval will be issued by the Central Office. A notarized Travel Permission and

Emergency Medical Release Form must be obtained from each student on the trip/excursion.

Policy 4.602

SUBJECT: **GRADE POINT AVERAGE (GPA) (9-12)**

All subjects (except pass/fail grades) are included in the calculation of the student's GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. The GPA is based on semester averages only. Starting in the 2026-27 school year, GPA will be based on final grade.

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

*Weighting is subject to the grading system requirements outlined in Board Policy 4.600.

When a course is repeated in credit recovery, the original grade shall not be factored into the GPA.

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

Rutherford County Schools will not rank students numerically.

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

Letter Grade Received	Numerical Grade Conversion
A+	100
A	95

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

The additional five (5) percentage points for Dual Enrollment courses will then be added to the student's final grade.

Valedictorian/Salutatorian Criteria:

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

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

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

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

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

SUBJECT: **TESTING PROGRAMS**

General

The Board shall provide for a system-wide 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 each instructional area;

6. Assist in the screening of students with learning difficulties;

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 provisions 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 guidelines published by the State Department of Education.

WEIGHTING OF TCAP SCORES

TCAP and EOC scores shall be included in students' final grades as follows:

1. Grades 3-5 - 15%
2. Grades 6-8 - 15%
3. Grades 9-12 - 15%

TCAP and EOC Grade Conversion from raw score to quick score will be the cube root methodology previously used by the Tennessee Department of Education for quick score generation.

The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.

INTEREST INVENTORIES AND CAREER ASSESSMENTS

Interest inventories shall be made available to middle schoolers.

Career aptitude assessments shall be administered to 8th graders in order to inform the student's high school plan of study.

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the district without first obtaining written consent of the parent(s)/guardian(s).

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established Board policies.

No later than July 31st of each year, the Board shall publish on its website information related to state- and Board-mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;

2. The purpose and use of the test;

3. The grade or class in which the test will be administered;

4. The tentative date or dates that the test will be administered;

5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;

6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and

7. If a Board-mandated test, how the test complements and enhances student instruction and learning, and how it serves a purpose distinct from state-required tests.

ADM 2-7

SUBJECT: PLAGIARISM

Artificial Intelligence (AI) Use in Rutherford County Schools

Artificial Intelligence (AI) tools are increasingly available in educational settings, offering opportunities for enhanced learning and productivity. However, students must use these tools responsibly to uphold academic integrity, protect privacy, and ensure safe digital practices.

In Rutherford County Schools, the student use of AI must follow district-approved protocols. To that end, RCS students are expected to:

- Use only RCS-approved AI platforms and applications, which require teacher training and student guidance prior to use.
- Maintain originality and critical thinking, ensuring that AI tools support—not replace—personal creativity and intellectual effort.
- Cite all sources appropriately and avoid submitting work that misrepresents authorship. Failure to do so may be considered plagiarism.
- Avoid generating or sharing content that is illegal, discriminatory, offensive, or otherwise inappropriate, in accordance with district policies and ethical standards.

Plagiarism

Plagiarism is the act of taking another person's ideas, words, phraseology, or concepts and presenting them as one's own. This includes—but is not limited to—presenting someone

else's work as your own, copying or reproducing content without proper citation, submitting work from another class without approval, using AI tools without instructor permission, or engaging in unauthorized collaboration. Plagiarism constitutes cheating and is classified as a Level I Misbehavior under the Code of Conduct.

Examples of Plagiarism (not exhaustive):

- Presenting another person's work as your own, in any format (written, visual, oral, digital, or creative).
- Copying or reproducing any portion of another's work without proper citation or acknowledgment, including text, images, data, code, music, or designs.
- Submitting work previously completed for another class or assignment without prior approval from the current teacher.
- Using AI-generated content without explicit authorization from the teacher. Disclosure alone does not permit submission; prior approval is required.
- Failing to follow assignment guidelines for collaboration or originality, including unauthorized group work or sharing of answers.

Disciplinary Action:
In cases where a student acknowledges responsibility for academic misconduct—such as plagiarism—or where a school-designated committee (PLC, department, Academic Integrity Committee, etc.) determines that sufficient evidence substantiates such misconduct, appropriate disciplinary action will be taken:

- Instructor Discretion:
    - The instructor will authorize a single opportunity to complete an alternative or revised assignment, assessment, task, or project.
        - This option is available only for the student's initial academic integrity infraction of the school year and shall not be offered for subsequent violations, regardless of course or content area.
        - The timeline for completion shall be determined by the instructor, but it will not exceed seven (7) calendar days from the date the option is granted.
        - Conditions for completion may include supervised work sessions before, during, or after school to uphold academic integrity.
        - Failure or refusal to complete the assignment within the designated timeline shall result in a grade of zero for the plagiarized material.
- Level I Violation:
    - Even when an alternative or revised option is granted, plagiarism remains a Level I violation under the Code of Conduct. Additional disciplinary measures may apply, such as verbal reprimand, reteaching expectations,

behavior contracts, detention, etc., consistent with Level I consequences outlined in the Code of Conduct.

- Subsequent Violations:
    - Any subsequent violations will escalate to a Level II Misbehavior as a continuation of unmodified Level I misbehavior. The option to complete an alternative or revised assignment, assessment, task, or project will not be granted for repeat offenses. Consequences may include suspension from school-sponsored activities, in-school suspension, or other Level II disciplinary actions as outlined in the Code of Conduct.

Process for Determining Sufficient Evidence

- Instructor-Student Conference
    - Before the review begins, the instructor meets with the student to:
        - Explain the concern and present the alleged plagiarized material.
        - Provide the student with an opportunity to speak, clarify, or defend his or her work.
        - Discuss any discrepancies between the alleged plagiarized material and a verified sample of the student's prior original work, which serves as a baseline for comparison of style, structure, and overall quality.
        - Document the student's explanation for consideration.
- Committee Review
    -
        - If the student does not acknowledge misconduct or the instructor believes further review is necessary, the case is referred to a school-designated committee (PLC, department, Academic Integrity Committee, etc.).
        - This committee's sole responsibility is to determine whether sufficient evidence exists to constitute plagiarism.
        - If sufficient evidence exists, the case returns to the instructor and administration for disciplinary action as outlined in the handbook.

Dual Enrollment

- Students enrolled in dual enrollment courses must follow the academic integrity and plagiarism policies of the partnering college or university. All academic consequences for plagiarism or cheating in these courses will be determined by the college. However, because academic dishonesty also violates the RCS Code of Conduct, students may still face school-based disciplinary action. Such conduct will be classified as a Tier I violation—and may escalate to Tier II for repeated offenses—even when the academic penalty is handled exclusively by the college.

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

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

Seniors who exceed ten (10) or more unexcused absences during the school year may not participate in the school's graduation ceremony. Appeals of this procedure shall be made to the principal.

If a senior is enrolled at an alternative school at the end of the school year, the student shall be allowed to participate in graduation activities unless the student has accrued ten (10) or more unexcused absences, not to include absences from out-of-school suspension. To participate, the offense must not have been a zero tolerance offense, and the student must be in good standing at alternative school. Appeals of this procedure shall be forwarded to the student's home school for consideration by the principal.

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

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

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

Students who do not wish to participate in graduation activities shall 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 within one (1) week of the day of graduation.

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

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

· Honors;

· State Honors;
· State Distinction;
· District Distinction;
· Tri-Star Scholar;
· Students receiving a TN Seal of Biliteracy;
· Students voluntarily completing at least ten (10) hours of community service each semester the student attends a public high school;
· Students receiving a gold or platinum medal on National Career Readiness Certificate; and
· Students graduating with a district-developed work ethic distinction.

Policy 4.502

SUBJECT: **PARENT/FAMILY INVOLVEMENT**

The Rutherford County School System 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.

The Board shall implement the following as required by federal law and state legislation:

- The Rutherford County School System 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 Rutherford County School System shall incorporate activities and strategies that support this district wide family and community engagement policy.
- The Rutherford County School System shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The Rutherford County School System shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- The Rutherford County School System shall submit any parent comments regarding the plan when the system presents the plan to the State Department of Education.
- To the extent practicable, the Rutherford County School System 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 Rutherford County School System 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.

- Every school district shall ensure Title I schools are in compliance with the ESEA requirements for parental and family involvement.
- This policy shall be included in the Student Handbook and Code of Behavior and Discipline which is distributed to parents/students annually.
- The system's comprehensive plan may be accessed on the system's website at www.rcschools.net.

Policy 4.802

SUBJECT: **STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM)**

Schools may allow students to form clubs that meet before, during and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed clubs or groups. If permitted, school administrators shall ensure all clubs and groups have the same abilities to access facilities and advertise meetings.

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 group of students who wish to conduct a meeting under this policy must file an application with the principal at least three (3) days prior to the proposed date.

The principal shall approve the meeting if the principal 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 Board, or its 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. Non-school persons will not direct, control, or regularly attend.

SCHOOL SPONSORED EVENTS

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

a. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, or an otherwise permissible subject;
b. There is an appropriate method of selecting student speakers which is based on neutral criteria;
c. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position or expression of the Board and its employees.

Policy 6.600

SUBJECT: STUDENT RECORDS

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.

The name used on the record of the student entering the school system must be 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 or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school within five (5) business days of the date on which the student's records request was received by the school.

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).
ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.4 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; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;5

2. If the disclosure is an item of directory information;

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school district;

5. When the school district 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 parent(s)/guardian(s) 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;

6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;

7. To accrediting organizations to carry out their accrediting functions;

8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;

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;

12. To the Attorney General/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 shall not be liable to any person for that production;

13. 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.

14. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individual other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted; and

15. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(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)/guardian(s) or eligible student; and

5. The date of the consent, and, if appropriate, the date on which the consent terminates.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district 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 eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

Policy 6.601

SUBJECT: **STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS**

Within the first three (3) weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

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 such educational records; and
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 will mark the appropriate student records for which directory information is to be limited, and this designation will 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 listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

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.

*The student becomes an “eligible student” when the student reaches age 18 or enrolls in a post-secondary school at any age, at which time all of the above rights become the student’s rights.

Policy 6.4001

SUBJECT: **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) -- STUDENT SURVEYS, ANALYSES, AND EVALUATIONS**

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The director of schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after the student provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.

Without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior consent of the parent(s)/guardian(s), no

student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or physiological problems of the student or student's family;
2. Sexual behaviors or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye tracking.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING

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:

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 to 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.

6. Student recognition programs.

Policy 6.602

SUBJECT: **STUDENT RECORDS INSPECTION AND CORRECTION PROCEDURE**

INSPECTION PROCEDURE

Parent(s) of students and eligible students* may inspect and review the student's educational records upon written request.

Parent(s) or eligible students should submit to the records custodian a request which identifies as precisely as possible the record(s) that they wish to inspect, and the records custodian will contact that individual to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure 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 the parent's 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.

When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.

FEES FOR COPIES

A reasonable fee for copies provided to parent(s) or eligible students will be determined by the Director of Schools. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.

CORRECTION PROCEDURES

Parents of students or eligible students may seek to change any part of the student's record they believe to be incorrect. The Director of Schools shall develop an acceptable procedure to establish as order process to review and correct an educational record.

*The student becomes an "eligible student" when the student reaches age 18 or enrolls in a post-secondary school at any age, at which time all of the above rights become the student's rights.

NOTICE OF PARENTS' RIGHT TO KNOW TEACHER'S QUALIFICATIONS

The provision of the ESSA law allows parents to:

1) Request information regarding the professional qualifications of their students' teacher(s) and instructional assistants. Parents can ask for information about a teacher's educational major and the field(s) in which the teacher is certified.

2) Request information about the status of the teacher's state certification and licensing measures for grade level and subject areas in which the teacher is teaching.

Parents can obtain information on a teacher's certification by visiting https://tdoe.tncompass.org/Public/Search or by submitting a written request to:

The Rutherford County Board of Education
Human Resources Department
2240 Southpark Blvd.
Murfreesboro, TN 37128

TN Board of Education
Policy 4.202

TENNESSEE STATE BOARD OF EDUCATION
UNSAFE SCHOOL CHOICE POLICY

Every local education agency (LEA) shall implement the Unsafe School Choice Policy which provides any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. The Unsafe School Choice Policy is mandated by the federal Every Student Succeeds Act (ESSA) which states "Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Section 1: Persistently Dangerous Schools

Any public elementary or secondary school, with the exception of a school established specifically for serving suspended or expelled students or students with behavioral disabilities, shall be considered persistently dangerous if it meets the following criteria for three (3) consecutive years:

1. Has violence-related disciplinary actions as reported on the Annual Report of Zero Tolerance Offenses. Violence-related disciplinary actions shall be defined as any of the following: possession/use of a firearm, aggravated assault of a teacher or school employee (including a school resource officer assigned to the school), and possession/use of a weapon other than a firearm (a more detailed description of each of these offenses is provided in Section 3 of this policy); or

2. Has students who have been the victim of a violent crime at school as defined in Section 2 of this policy; and

3. The sum of violence-related disciplinary actions and/or incidents of student victimization identified in criteria #1 and criteria #2 above are equal to or greater than three (3) percent of the school's average daily membership.

Required Actions

Year 1: Any school meeting the criteria identified above shall receive notification from the Tennessee Department of Education. The district shall direct available federal and state resources to the school to identify problems and implement corrective action.

Year 2: Any school meeting the criteria for the second consecutive year shall evaluate its current school safety practices and submit a corrective action plan to the Tennessee Department of Education.

Year 3: Any school meeting the criteria identified above for three (3) consecutive years shall be designated by the Tennessee Department of Education as a persistently dangerous school. Within thirty (30) days of receiving notice of the designation, the Director of Schools shall:

1. Notify the parents or guardians of all students attending the school that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under ESSA.

2. Submit a corrective action plan to the Commissioner of Education outlining the specific actions and timetable that the school will follow to ensure the safety of students and faculty.

Right to Appeal

A school designated as a persistently dangerous school shall have the right to appeal the designation. The appeal must be submitted by the Director of Schools to the Commissioner of Education within fifteen (15) calendar days of being notified of the persistently dangerous

designation and must present clear evidence that the school provides a safe and disciplined learning environment for all students. A committee of practitioners appointed by the Commissioner of Education shall review the appeal within 15 calendar days.

Removal of Designation

Upon implementation of the approved corrective action plan and the completion of one school year with a level of dangerous incidents below the criteria established above, a school shall no longer be considered persistently dangerous.

Section 2: Victim of Violent Crime at School

A student shall be considered the victim of a violent crime at school when the following criteria are met:

1. Evidence is found to reasonably indicate that the student has been the victim of any of the applicable offenses identified in TCA 40-38-111(g) or the attempt to commit one of the applicable offenses as defined under TCA 39-12-101; and

2. The offense occurred while the student was attending school or traveling to or from school on a school bus.

Required Actions

1. The building administrator or a designated representative of a school where an alleged incident of student violent crime victimization has occurred shall immediately report the incident to the appropriate law enforcement agency.

2. Promptly following an investigation by appropriate law enforcement personnel, the building administrator or a designated representative shall determine whether reasonable evidence exists to indicate that a student has been the victim of a violent crime. Identification of a perpetrator and/or the filing of criminal charges shall not be considered a prerequisite for determining that a student has been victimized.

3. Upon determination that a student has been victimized, and within ten (10) school days of the event, the Director of Schools shall offer the student and the student's parent(s)/guardian(s) safe school choice.

4. The building administrator or a designated representative shall file a report with the Tennessee Department of Education as requested by the Commissioner.

Parent/Guardian Notification

Every public school shall annually notify parent(s)/guardian(s) that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

Section 3: Definitions

For the purposes of this policy, the following definitions shall apply:

Safe School Choice: The student and his/her parent(s) or guardian(s) are provided an opportunity to transfer to another school within the local education agency (LEA) that is safe for the student. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. The LEA is encouraged to consider the needs and preferences of the affected students and parents. The LEA shall assume necessary transportation costs associated with the student attending a safe school. A LEA with only one school at a particular grade level may choose to facilitate a transfer to a school in another school district; however, such transfer shall not be required.

Violence-related disciplinary actions: A violence-related disciplinary action is one taken for any of the following offenses:

1. Possession or use of a firearm, as defined in 18 U.S.C. § 921.
2. Aggravated assault of a teacher or school employee (including a school resource officer assigned to the school). For purposes of this policy, aggravated assault shall be defined consistent with TCA 39-13-102.
3. Possession or use of a weapon other than a firearm (as defined in TCA 39-17-1309).

Violent Crime: Any of the following applicable offenses as identified and defined in T.C.A. 40-38-111(g): aggravated arson, aggravated assault, aggravated child abuse and neglect, aggravated kidnapping, aggravated rape, aggravated robbery, aggravated sexual battery, aggravated spousal rape, spousal rape and spousal sexual battery, aggravated vehicular homicide, carjacking, criminally negligent homicide, especially aggravated burglary, especially aggravated kidnapping, especially aggravated robbery, first degree murder, incest, kidnapping, rape, rape of a child, reckless homicide, second degree murder, sexual battery by an authority figure, sexual battery, stalking, statutory rape, vehicular assault, voluntary manslaughter.

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee http://www.thearctn.org/
545 Mainstream Drive, Suite 100
Nashville, TN 37228
Phone: 615-248-5878
Toll free: 800-835-7077
Email: info@thearctn.org

Disability Rights TN https://www.disabilityrightstn.org/
2 International Plaza, Suite 825
Nashville, TN 37217
Phone: 615-298-1080

Support and Training for Exceptional Parents (STEP) http://www.tnstep.org/
955 Woodland St.
Nashville, TN 37216
Phone: 800-280-STEP (7837)

Tennessee Voices for Children http://www.tnvoices.org/main.htm
500 Professional Park Drive
Goodlettsville, TN 37072
Phone: 615-269-7751
Toll free: 800-670-9882
Email: info@tnvoices.org

For a more extensive list of the organizations available to help with information, training, and advocacy, visit the Tennessee Disability Pathfinder Database at http://tnpathfinder.org.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Rutherford County Board of Education do not intend this an endorsement or recommendation for any individual, organization, or service represented on this page.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

OFFICE	NAME	PHONE
Commissioner	Lizzette Reynolds	615-741-8457
Chief of Staff	Chelsea Crawford	615-339-8641
General Counsel	Christy Ballard	615-741-2921

STUDENT RECORDS – MILITARY & COLLEGE RECRUITERS

Federal law requires high schools to provide military recruiters, colleges, and other institutions of higher learning access to directory information of high school juniors and seniors.

Directory information is information contained in an educational 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 listing, email address, photograph, date and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., enrolled or inactive), participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas, honors and awards, and most recent educational agency or institution attended.

If you do not want the Rutherford County Board of Education or any of its high schools to disclose this information without your prior written consent, and if you have not already completed this form during online enrollment, you must fill out the bottom portion of this notice and return it to your child's school within ten (10) days of receiving this notice. If your child's school does not receive the bottom portion of this notice within ten (10) days, the Rutherford County Board of Education and/or its schools will release student information to military or college recruiters upon request. ***If your child is over eighteen (18), they must sign the form**.

PARENT / STUDENT OPT-OUT FORM

Do not disclose my child's name, address, or telephone number to military recruiters, colleges, and other institutions of higher learning without my prior consent.

Student's name (print): _____

Parent's signature _____ Date: _____

Student's signature _____ Date: _____
(If student is over 18, student must sign)

Rutherford County Schools
Office of Instructional Technology

Dear Parent/Guardian:

The District's Policies and Procedures for Student Access to Networked Information (Policy 4.406 and ADM 2-6) are contained in the Student Handbook and Code of Conduct. The policies and procedures explain that disciplinary action and/or restricted use of technology may be imposed against a student for inappropriate use of technology at school.

If you do not want your student to have access to networked information and/or technology at school, you must complete the bottom portion of this notice and return it to:

Rutherford County Board of Education
Office of Instructional Technology
2240 Southpark Drive
Murfreesboro, TN 37128

PARENT/STUDENT OPT-OUT FORM

Instructional Technology

I do not consent to access to networked information/technology at school for:

STUDENT NAME: _____

SCHOOL: _____

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

Rutherford County Schools
Office of Coordinated School Health

Dear Parent or Guardian,

Now through the end of the 2026-2027 school year, the Rutherford County School District, in conjunction with the State Office of Coordinated School Health, will be performing **one or more** of the health screenings listed below to students in K ,2nd, 4th, 6th, 8th, and 9th grades. Middle Tennessee State University students will be assisting with these screenings. All screenings maintain strict adherence to the confidentiality of each child. Results for your child will be mailed home if a referral for follow up is recommended. Health screening results can be requested by contacting Jenna Stitzel in the Coordinated School Health office at stitzelj@rcschools.net.

The Rutherford County Schools Office of Coordinated School Health will be screening for the following:

Blood Pressure Hearing
Height/Weight Vision

Thank you,

Jenna Stitzel
Coordinator of School Health
615.893.5812. Ex. 22174
stitzelj@rcschools.net

PARENT OPT-OUT FORM
(Please complete and return to your child's school.)

Please indicate below if you choose to opt out of health screenings for your student:

_____ NO, I do not grant Rutherford County Schools permission to conduct screenings for blood pressure, hearing, vision, or height/weight.

Parent name: _____

Parent signature: _____

Student name: _____

Date: _____

Rutherford County Schools
School Nursing Department

Dear Parent or Guardian,

Rutherford County Schools is required to give you information about specific illnesses and immunizations, including, but not limited to, meningococcal disease and Methicillin-Resistant Staphylococcus Aureus (MRSA). Current notices will be posted online at http://www.rcschools.net/, under Health Services.

Thank you,

Shanna Groom, DNP, RN, NCSN
School Nursing Coordinator
615.893.5812, Ext. 22077
grooms@rcschools.net

Dear Families of Rutherford County students:

Student fees for certain activities and supplies needed for instruction in our schools have been approved by the Rutherford County Board of Education. This funding provides items that are necessary to make your student's learning experiences the best they can be. With your support, we can continue the excellent programs that are offered in Rutherford County Schools. The list of fees is printed in the student handbook and may be accessed on the school system's website at www.rcschools.net.

Tennessee law requires school systems to notify parents that fees cannot be required of any student as a condition of attending public school or using its equipment while receiving educational training.

We appreciate the monetary support from all our families and hope you will see the benefit in being partners with the schools in our effort to provide the best education possible for Rutherford County students.

Sincerely,

James Sullivan, Ed.D
Director of Schools
Rutherford County Schools

2026-2027 APPROVED FEES

ELEMENTARY SCHOOL STUDENT FEES

- Cost for field trips as approved by the principal
- Recorders
- Club and extracurricular activities
- Instrument rental and maintenance
- Choral performance attire
- Supplemental paper and supplies
- Student activities during the school day

MIDDLE SCHOOL STUDENT FEES

- Costs for field trips approved by the principal
- Costs for additional academic and athletic competitions approved by the principal
- Club and extracurricular activities
- PE uniforms
- Rental fees for school assigned lockers/locks
- Fine Arts music and repertoire selections
- Fine Arts performance attire
- Fine Arts instrument rental and maintenance
- Art supplies
- Technology fee for access to approved programs
- Student activities during the school day

HIGH SCHOOL STUDENT FEES

- Costs for field trips as approved by the principal
- Locker rental
- Parking Fees
- Calculator rental and/or purchase
- Supplemental materials and other supplies required for courses
- Supplemental reading and related arts materials for IB, AP, and Honors courses
- IB, Cambridge, and AP registration and exams
- Foreign language national exams
- PE uniforms
- Graduation
- Band and choral attire and music selections
- Band and choral transportation
- Instrument rental and maintenance
- Weightlifting equipment maintenance
- Attire and insurance for health and occupational safety courses
- Supplemental materials and supplies for drama and theater courses
- ROTC shirts and crests
- Transcript fees

- Flash drives
- Culinary arts uniforms and supplies
- Club and extracurricular activities
- Student activities during the school day

INCLEMENT WEATHER

Occasionally, it may be necessary to cancel school, delay the start of school or close school early because of inclement weather conditions. In addition, certain weather situations may warrant the district placing all students, faculty, and staff members into their safe zones until a severe weather warning has expired. Whenever possible, parents and other visitors will be sheltered, as well. During an inclement weather event, the school district will make every effort to communicate with parents through the media, websites, and/or automated phone calls to help avoid confusion and to explain our emergency response. As with any emergency plan, the school district will continually review, adapt, and test its procedures to ensure the most appropriate response.

INFORMATION REGARDING STATE and DISTRICT MANDATED ASSESSMENTS

ACT®

Purpose: To assess students' academic readiness for college.
Grade Level/Class: 11-12
Description: The ACT (No Writing) consists of three multiple-choice tests: English, Mathematics, and Reading
Use of Data: Eligibility for Graduation with Honors, Tennessee Hope Scholarship, dual credit enrollment requirement; course placement in fourth year Math.
Tentative Dates: Fall Senior Retake: October 13-23, 2026; Spring Junior: March 9-19, 2027.
Testing Times: 175 minutes
Parental/Student Notification: Sent to students and parents by ACT.
Grades: No grades are given on this assessment.

CogAT

Purpose: To assess the reasoning and problem-solving skills of students.
Grade Level/Class: 2
Description: CogAT is a nationally normed cognitive ability test. All three sections in CogAT are referred to as batteries and each battery consists of a set of questions that test different reasoning and problem solving abilities of a student. The three batteries are: verbal, quantitative, and non-verbal.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.
Tentative Dates: September 21-October 1, 2026
Testing Times: 122 minutes
Parental/Student Notification: Schools are provided stickers to place in the student's cumulative folder. Results are provided to teachers and school administrators only. Paper copy available upon request during the student's parent-teacher conference.
Grades: No grades are given on this assessment.

Dynamic Learning Maps (DLM-Alt)

Purpose: To provide an Alternate Assessment System to assess what students with the most significant cognitive disabilities know and can do in the DLM subjects.
Grade Level/Class: 3-8, 11
Description: The Dynamic Learning Mapps Assessment system a comprehensive assessment system provides accessibility by design and is guided by core beliefs that all students should have access to challenging grade level content in providing instruction.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. The subjects by grades in each state are determined by the state's department of education policy.
Dates: Fall : September 14-December 7, 2026; Spring - February 1-May 4, 2027.
Testing Times: Untimed. Test administrators may pause testing to take a break at any time. They have the entire window to complete testing.
Parental/Student Notification: A paper report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is sent home six weeks after testing.

Grades: No grades are given on this assessment.

ELPA21 Dynamic Screener

Purpose: To determine English Learner eligibility for students entering grades K-12.
Grade Level/Class: K-12
Description: Dynamic Screener is an assessment of a student's language proficiency in the required domains of Listening, Reading, Writing, and Speaking. The test questions are based on the English Language Proficiency (ELP) Standards adopted by the ELPA21 member states.
Use of Data: Results serve as one criterion to aid in determining when ELLs have attained the language proficiency needed to participate meaningfully in content area classrooms without program support and on state academic content tests without accommodations. Data provide schools with information that will aid in evaluating the effectiveness of their ESL/bilingual programs and identifies the ELP levels of students with respect to the ELP Standards' levels 1-6.
Dates: February 1 - March 26, 2027.
Testing Times: 100-120 minutes; additional 35 minutes for Grade 1 Tier A, 60 minutes for Grade 2-12 Tier A or 65 minutes for Tier B/C.
Parental/Student Notification: Parent notification letter in their native language within the federal guidelines.
Grades: No grades are given on this assessment.

Mastery View Predictive Assessments

Purpose: TE21's MVPA Benchmark Assessments provides grade level assessments for grades 1, and 3-High school that are aligned to state standards. They assess how schools are progressing towards meeting their academic goals.
Grade Level/Class: Grade 2 Math and ELA, Grades 3-5 Math, ELA and Science, Grades 6-12 Math, ELA/ENG, Science, and Social Studies.
Description: Taken online. The Case Assessment is a multiple choice/multiple select assessment designed to show if students are meeting grade level expectations.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.
Tentative Dates: Fall GR 9-12 4X4 HS - September 28-30, 2026; Winter GR 1-8 - November 9-20, 2026; Traditional Mid Term GR 9-12 & Central Magnet - December 7-11, 2026; Spring 4X4 HS, GR 9-12 - March 3-5, 2027; Spring-GR 1-8 - March 1-15, 2027.
Testing Times: 45-75 minutes
Parental/Student Notification: Results will be available within 1 week after testing.
Grades: No grades are given on this assessment for Elementary and Middle

Schools. Traditional High School level assessment will count 15% of 1st semester grade.

NAEP

Purpose: To compare student achievement in states and other jurisdictions and to track changes in achievement of fourth and eighth-graders over time in the areas of Mathematics, Reading, Science, Writing, the Arts, Civics, Economics, Geography, U.S. History, and beginning in 2014, in Technology and Engineering Literacy (TEL).
Grade Level/Class: 4, 8
Description: The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas.

Use of Data: The reports and data derived from the NAEP assessment are used for a variety of purposes by education leaders, policymakers, the press, curriculum specialists, teachers, researchers, and others.
Tentative Dates: TBD
Parental/Student Notification: NAEP does not provide individual scores for the students or schools assessed. Instead, NAEP provides results about subject-matter achievement, instructional experiences, and school environment, and reports these results for populations of students (e.g., fourth-graders) and subgroups of specific populations. These results are reported approximately six months after testing.
Grades: No grades are given on this assessment.

RTI Screening
Purpose: To assess the performance and progress of all students on grade level skills and assist schools with identifying students who may need additional instructional support.
Grade Level/Class: K-8
Description: easyCBM is the universal screening and progress monitoring tool Rutherford County will use for the 2023-2024 school year. It is a nationally-normed assessment and a requirement of Tennessee's RTI² (Response to Instruction and Intervention) framework.
Use of Data: Identify students who may be in need of targeted intervention in addition to their typical high-quality core instruction.
Tentative Dates: Fall GR K-12 August 12-28, 2026; Winter GR K-12 - November 30-December 11, 2026; Spring GR K-12- May 10-21, 2027.
Parental/Student Notification: Parents will receive notification if the results of the universal screener indicate their child meets the requirements for additional academic support and intervention(s). If a student qualifies for instructional intervention, his/her parents will be notified of their child's progress every 4.5 weeks.
Grades: No grades are given on this assessment.

TCAP Writing
Grade Level: 2-8
Tentative Dates: April 7-14, 2027

TCAP/EOC
Purpose: To measure skills in Reading, Language Arts, and Mathematics
Grade Level/Class: 2-8; ENG I, II; Integrated Math I, II, III
Description: It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. EOC courses will test online while paper & pencil tests will be administered to grades 3-8.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.
Tentative Dates: Grades 2-8: April 19-May 6, 2027; EOC Fall Block: November 30-December 17, 2027; EOC Block & Traditional Schools: April 19-May 6, 2027.
Parental/Student Notification: A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing. Initial results may be noted on the student's report card if the quick scores can be obtained from the State in time.

Grades: The results of these assessments will be factored into the student's final grade at 15% for students in grades 2-12.

TCAP Social Studies and EOC US History

Purpose: To measure a student's performance on the Tennessee state standards associated with the Social Studies and US History.
Grade Level/Class: 3-8; U.S. History
Description: It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. All Grade Bands will be administered paper pencil tests.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.
Tentative Dates: Grades 2-8: April 19-May 6, 2027; EOC Fall Block: November 30-December 17, 2027; EOC Block & Traditional Schools: April 19-May 6, 2027.
Testing Times: Paused for Grades 3-4; 75 minutes Grades 5-8; 90 minutes for US History.
Parental/Student Notification: A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing. Initial results may be noted on the student's report card if the quick scores can be obtained from the State in time.
Grades: The results of these assessments will be factored into the student's final grade at 15% for students in grades 3-12.

TCAP Science

Purpose: To measure a student's performance on the Tennessee state standards associated with Science.
Grade Level/Class: 3-8; Biology
Description: It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. Grades 6-12 will test online while paper & pencil tests will be administered to grades 3-5.
Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.
Dates: TCAP Grades 2-8: April 19-May 6, 2027; EOC Fall Block: November 30-December 17, 2027.
Testing Times: 50-75 minutes Grades 3-4; 75 minutes Grades 5-8; 75 minutes for Biology.
Parental/Student Notification: A paper report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing. Initial results may be noted on the student's report card if the quick scores can be obtained from the State in time.
Grades: The results of these assessments will be factored into the student's final grade at 15% for students in grades 3-12.

United States Citizenship and Immigration Test

Purpose: To comply with Tennessee State Law TCA 49-6-408A requiring all students to participate in the United States Citizenship and immigration test during a student's high school career.

Grade Level/Class: 12/Government and Civics and/or JROTC
Description: All students receiving a regular education diploma as part of their graduation requirements will take an at least 50-question Civics test created by Rutherford County Schools in accordance with Tennessee State law T.C.A 49-6-408A consisting of 29 questions on American government and at least 16 questions on American history and at least 7 questions on integrated civics. A passing grade is not required to meet graduation requirements; however, all schools in which seniors receiving a regular education diploma all earn a passing grade of 70% or higher on the Civics test will be recognized by the state department of education as a U.S. Civics All-Star School. Students may be required to take the test multiple times at the discretion of their individual high school in order to meet the U.S. Civics All-Star School requirement.
Use of Data: Data from the Civics test will be used to comply with Tennessee State Law TCA 49-6-408. In addition, data from the Civics test will be used by individual high schools to determine changes that need to be made to the daily teaching within the Government and Civics class along with JROTC.
Tentative Dates: Testing dates are determined by each individual high school.
Testing Times: 60 minutes
Parental/Student Notification: Parents and Students will be notified by the high school they attend of testing dates. A paper copy of the score is available upon request from the student's school.
Grades: The impact of the Civics test on a student's classroom grade is at the discretion of each individual high school.

YouScience Snapshot
Purpose: Help middle schools students discover, affirm and explore their talents so that they can make more informed decisions about their high school coursework and future careers.
Grade Level/Class: 8th grade
Description: YouScience is an online 5 aptitude assessment & 60 question interest survey.
Use of Data: Measures some aptitudes that are most critical in determining career success in Numerical reasoning, Sequential Reasoning, Spatial Visualization, Timeframe Orientation and Visual Comparison Speed. Gives students personalized career field matching with in-depth information about careers within the field including salary, projected openings and education requirements.
Dates: November 30-December 18, 2026.
Testing Times: Approximately 90 minutes
Parental/Student Notification: Parents, students and their administrator (typically a teacher or guidance counselor) may access reports online.
Grades: No grades are given for this assessment.

Disclaimer: This information has been compiled to the best of our ability with the information that was available at the time this document was created. Please check the assessment webpage under curriculum and instruction or contact the system test coordinator for the most current information.

Parental Consent Form for Sharing Immunization Record with Tennessee Immunization Information System

Tennessee and Federal law allow for the sharing of immunization records between schools, health care providers, and public health agencies if parental consent is provided to the school. One way this is done is by each of these entities contributing the immunization records they have to one computer system that is available only to schools, health care providers, and public health agencies called the Tennessee Immunization Information System (TennIIS). This immunization record service system is operated by the Tennessee Department of Health and contains only basic name and address information, plus immunization records, including vaccines names and dates, from area doctors' offices and other health care providers.

Our school district uses this immunization record service. This service makes it much easier for us to get copies of your child's immunization record, a requirement for school entry under Tennessee law. We also share records of immunization not already in the system with this service so you or your child's healthcare providers can access complete immunization information in the future. Additionally, your child's immunization information will be accessible to you through your healthcare provider and to colleges and universities to satisfy their immunization enrollment requirements. This information is used solely to help protect your child and prevent disease by documenting and improving immunizations in our community. The information can only be shared with those entities authorized by Tennessee law (Tenn. Code Ann. § 63-2-101) to receive it.

If you choose to not have your child's immunization information in this system, it does not affect any school services. Should you be unable to locate copies of immunization records when needed in the future, however, it may mean a long record search or repeat immunizations for your child, which would involve more work for you, your child's clinic, and/or school staff to verify your child's immunization status as part of Tennessee's School Immunization Law.

I authorize Rutherford County Schools to release my child's immunization record to the public health immunization registry. I understand this information can only be used to improve the quality and timeliness of immunization services and to help schools enforce the School Immunization Law. This includes any immunization information the school currently has on my child plus any it may obtain while the student attends this school.

- □ I do authorize
- □ I do not authorize

Child's Name-PRINTED_____ Date of Birth ___/___/____

School _____ Grade _____

Parent's signature _____ Date ___/___/____

Student must sign if 18 or older _____Date ___/___/____