

**Campbell County Board of Education
CSH/Ernie Clawson
172 Valley Street
Jacksboro, Tn 37757
423-562-8377**

Level 3 Misbehavior

*(Due to COVID and
no court hearings)*

**Falls under Level 3 Misbehavior
Smoking/Vaping
Offenses:**

1st Offense: 1-Day ISS and Community Service; \$50 Fine/Parent Meeting

- Student will have 7 days to pay the \$50 fine and failure to do so will result in an automatic citation to court that results in a \$141 court cost.

2nd Offense: 2-Days ISS and Community Service; \$50 Fine/Parent Meeting

- Student will have 7 days to pay the \$50 fine and failure to do so will result in an automatic citation to court that results in a \$141 court cost.

3rd Offense: 3-Days ISS and Community Service; \$50 Fine/Parent Meeting

- Student will have 7 days to pay the \$50 fine and failure to do so will result in an automatic citation to court that results in a \$141 court cost.

4th Offense: 3-Days Suspension and automatic citation to court

- The \$50 fines will be collected and placed in a tobacco account for Tobacco Education as well as cleaning supplies used for the ISS/Community Service.

Campbell County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 10/15/19
		Rescinds: 6.300	Issued: 04/09/19

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as multi-tiered system
4 of supports and behavior intervention plans. Exclusionary discipline shall only be used as a measure of
5 last resort. The development of each code shall involve principals and staff members of each level and
6 shall be consistent with the relevant policies as adopted by the Board.¹

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties and to
9 maintain a safe learning environment where orderly learning is possible and encouraged.² These
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
11 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
12 manner that:³

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
- 16 allowed at school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
- 19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: multi-tiered system of support and behavior intervention plan.

26 **MISBEHAVIORS: LEVEL I**

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

30 *Examples (not an exclusive listing)*

- 31 • Classroom disturbances
- 32 • 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 environment⁴
- 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

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension

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
- Using forged notes or excuses
- Disruptive classroom behavior

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

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension

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 or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- 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 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.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer

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.⁵

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

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

- Other hearing authority or Board action which results in appropriate placement

* Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Link to this process a standard			
Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date:
		Rescinds:	Issued:

- 1 **General¹**
- 2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
- 3 exceed the maximum allowed by state law.
- 4 **WAIVERS**
- 5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
- 6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
- 7 class sizes do not exceed the maximum.
- 8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
- 9 may grant a waiver from the maximum class sizes.
- 10 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

Cross References

Graduation Requirements 4.605
 Waivers of Statute, Rules, and Regulations 4.607
 Religious Content of Courses 4.804
 Student Goals 6.100
 Student Concerns 6.305

Clarity who is responsible for making a list of substitute teachers - Karen Smith's title. Secretary to the Director of Schools

Click here to choose a substitute teacher			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

6 APPLICATION/QUALIFICATIONS

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

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

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

12 A list of substitute teacher(s) will be prepared by the *Secretary to the Director of Schools* ~~[Director of Schools, Personnel Director, etc.]~~
 13 who will maintain file(s) which may include transcripts, credentials, recommendations, and other
 14 pertinent information.

15 COMPENSATION

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

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

21 CERTIFICATION

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

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

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
2 benefits¹ and may substitute for additional days if the Director of Schools certifies in writing to the
3 Division of Retirement that no other qualified personnel are available to substitute teach.⁷

4 **EMERGENCY NEEDS**

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

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

11 **TRAINING AND ORIENTATION**

12 The Director of Schools shall be responsible for ensuring that there are appropriate training and
13 development programs for substitute teachers.

14 **RESPONSIBILITIES**

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

17 **RE-EMPLOYMENT/TERMINATION**

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

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

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

Cross References

Background Investigations 5.118

Campbell County Board of Education

Monitoring:

Review: Annually,
in December

Descriptor Term:

Graduation Activities

Descriptor Code:

4.606

Issued Date:

01/08/19

Rescinds:

4.606

Issued:

01/13/15

- 1 Students who have met all graduation requirements on the day of graduation and students who are within
2 two (2) or fewer credits of meeting all requirements¹ and can complete the requirements during the
3 summer may participate in graduation activities. If extenuating circumstances exist at any school, the
4 matter shall be presented to the Board prior to graduation activities.
- 5 Students are expected to participate in all graduation activities, and graduation apparel shall be
6 determined by the administration of each school and shall be the personal expense of each student. Any
7 fees required for graduation ceremonies shall be waived for students who are eligible to receive free or
8 reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.²
- 9 Graduation ceremonies shall be physically accessible to all students, their parent(s)/guardian(s), and
10 other interested citizens.³
- 11 Students who do not wish to participate in graduation activities shall notify the school principal in writing
12 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
13 diplomas or certificates from the principal's office within one (1) week of the day of graduation.
- 14 The ceremony and all activities included shall not be religious in nature.⁴ The content of any students'
15 speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees,
16 or Board.
- 17 The Director of Schools shall develop procedures to ensure that students are recognized at graduation
18 ceremonies for the following achievements:⁵
- 19 • Honors;
 - 20 • State Honors;
 - 21 • State Distinction;
 - 22 • District Distinction;
 - 23 • Tri-Star Scholar;
 - 24 • Students receiving a TN Seal of Biliteracy;
 - 25 • Students voluntarily completing at least ten (10) hours of community service each semester the
26 student is in attendance at a public high school;
 - 27 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
 - 28 • Students graduating with a district-developed work ethic distinction.

Legal References

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

Cross References

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

Campbell County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips/Excursions/Competitions	Descriptor Code: 4.302	Issued Date: 11/06/14
		Rescinds: 4.302	Issued: 02/14/02

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

To be educationally beneficial, a field 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 field trips:

1. Value of the activity to the particular class group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost

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 should 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 for mileage when school system 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 semester. 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;

We do not advertise - N/A

Click here to choose a school board.

Monitoring: Review: Annually, in October	Descriptor Term: Commercial Advertising on School Buses	Descriptor Code: 3.405	Issued Date:
		Rescinds:	Issued:

Commercial advertising may be displayed on the exterior or interior of a school bus and is subject to the following:¹

1. The size and location of the advertisement shall be in accordance with state law;¹
2. The Director of Schools/designee shall be responsible for the sale and approval of the advertisement;
3. There shall be no advertising on school buses of tobacco products, alcohol products, political campaigns,² or individual food items that cannot be sold to students through vending machines;³
4. The Board shall decide annually as to the cost of commercial advertising per school bus;
5. If it is determined that the advertisement shall not be painted on the school bus, it will be attached by [insert specification as to how the advertisement will be attached]; and
6. All contracts for commercial advertising shall comply with state law and board policy, and any issues relating to these contracts shall be directed to the Director of Schools.

Legal References

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144
3. TCA 49-6-2307

Cross References

Student Transportation Management 3.400

Recommends removing mention of the ethics advisory council.

Campbell County School District			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds:	Issued:

CODE OF ETHICS¹

Campbell County SCHOOL DISTRICT

Section 1. Definitions.

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

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

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

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

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

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

1 or judgment of the official or employee in executing decision-making authority affecting the school
2 district.

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

8 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee
9 (Ethics Committee) consisting of three (3) members who will be appointed to one-year terms by the
10 Chair of the Board of Education with confirmation by the Board of Education. At least two (2)
11 members of the committee shall be members of the board of education. The Ethics Committee shall
12 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
13 the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the
14 Director of Schools, where they shall be open to public inspection.

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

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

25 The Ethics Committee may:

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

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

Campbell County **SCHOOL DISTRICT CODE OF ETHICS**
CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: _____
2. Name of official or employee: _____
3. Office and position: _____
4. Description of personal interest (describe below in detail):

Signature of official or employee

Witness Signature

Legal References

1. TCA 8-17-103

Cross References

Duties of Board Members 1.202

Online Tennessee School Board			
Monitoring: Review: Annually, in July	Descriptor Term: Boardsmanship Code of Conduct	Descriptor Code: 1.2021	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

3 **MY RELATIONS TO THE CHILDREN**

- 4 1. I will at all times think in terms of "children first," always determining how my actions and
5 decisions will affect the education and training of children.
- 6
- 7 2. I will seek to provide equal educational opportunities for all children.

8 **MY RELATIONS TO MY COMMUNITY**

- 9 1. I will endeavor to appraise fairly both the present and future educational needs of the
10 community and to support improvements as finances permit.
- 11
- 12 2. I will represent at all times the entire school community and refuse to represent special interests
13 or partisan politics.
- 14
- 15 3. I will endeavor to keep the community informed about the progress and needs of the schools.
- 16
- 17 4. I will represent the Board and the school district to the public in such a way as to promote both
18 interest and support.
- 19 5. I will refer to other board members, staff, students, and the public with respect when using
20 social media.

21 **MY RELATIONS TO TEACHERS AND PERSONNEL**

- 22 1. I will support the employment of those best qualified to serve as employees and insist on a
23 regular and impartial evaluation of all staff.
- 24
- 25 2. I will support and protect personnel in performance of their duties.
- 26
- 27 3. I will not criticize employees publicly but will express any relevant concerns to the Director of
28 Schools for investigation and action if necessary.

29 **MY RELATIONS WITH OTHER BOARD MEMBERS**

1. I will understand that the Board makes decisions as a team and that individual board members may not commit the Board to any action.
2. I will accept the will of the majority vote in all cases and give support to the resulting action.
3. I will work harmoniously with other board members without trying to dominate the Board or neglect my share of the work.
4. I will refuse to make promises as to how I will vote on a matter that will come before the Board.
5. I will make decisions only after a complete discussion of items at a board meeting.

MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

1. I will support the full administrative authority as well as responsibility for the Director of Schools to properly discharge all professional duties.
2. I will hold the Director of Schools accountable for working with staff and requiring them to work within the framework of policies set up by the Board.
3. I will understand that the Board sets the standards for the school district through policy and that board members do not manage the district on a day-to-day basis.
4. I will refer all complaints and concerns to the Director of Schools and abstain from individual counsel and action in regard to staff members.

MY RELATIONS TO MYSELF

1. I will uphold the integrity and independence of the position.
2. I will become familiar with federal and state education laws and school board policies.
3. I will educate myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information.
4. I will continually advocate for the goals of the school district.
5. I will vote and act impartially for the good of the school district.
6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for personal or partisan gain.
7. I will attend all board meetings and become informed concerning the issues to be considered at those meetings.

1
2
3

8. I will model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the Board.

Change language from 3 health index modules (pg 5) to read "on each of the recommended School Health Index modules (There are now 8)"

SCHOOL DISTRICT OF CHANDLER			
Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date:
		Rescinds:	Issued:

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated
7 School Health (CSH) approach to managing new and existing wellness related programs and services
8 in schools and the surrounding community based on state law and State Board of Education CSH
9 standards and guidelines. The school district's Coordinated School Health Coordinator shall be
10 responsible for overseeing compliance with State Board of Education CSH standards and guidelines in
11 the school district.

12 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

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

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

26
27 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
28 as guidance by the council to make recommendations. The Board will consider recommendations of
29 the council in making policy changes or revisions.

30 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
31 community members, and administrators.² The Team will hold Healthy School Team meetings during

the school year to assess needs and oversee planning and implementation of school health efforts. The Director of Schools/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.^{4,5,6}

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

DISTRICT GOALS

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

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the school district's physical education program, non-structured physical activity periods shall be offered as required by state law.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM³

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

SCHOOL HEALTH INDEX³

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

RECORD KEEPING COMPLIANCE

The school district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁸

Legal References

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

Cross References

Student Suicide Prevention 6.415

Campbell County Board of Education Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Medicines</h2>	Descriptor Code: 6.405	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 If under exceptional circumstances a student is required to take non-prescription or prescription
 2 medication during school hours and the parent/guardian cannot be at school to administer the medication,
 3 only the principal/designee will assist in self-administration of the medication if the student is competent
 4 to self-administer medicine with assistance in compliance with the following guidelines.¹

5 Written instructions signed by the parent/guardian are required and shall include:

- 6 1. Child's name;
- 7
- 8 2. Name of medication;
- 9
- 10 3. Name of physician;
- 11
- 12 4. Time to be self-administered;
- 13
- 14 5. Dosage and directions for self-administration (non-prescription medicines shall have label
- 15 directions);
- 16
- 17 6. Possible side effects, if known; and
- 18
- 19 7. Termination date for self-administration of the medication.

20 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
 21 inhalers if the additional information is provided by a parent/guardian:

- 22 1. Written statement from the prescribing health care practitioner that the student suffers from
- 23 asthma and has been instructed in self-administration; and
- 24
- 25 2. Purpose of the medication.

26 The medication shall be delivered to the principal's office in person by the parent/guardian of the
 27 student unless the medication shall be retained by the student for immediate self-administration.

28 The principal/designee will:

- 29 1. Inform appropriate school personnel of the medication to be self-administered;

2. Keep written instructions from the parent/guardian in the student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

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

BLOOD GLUCOSE SELF-CHECKS²

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).³

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY⁵

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;

- 1 2. The district shall maintain a record of all school personnel who have completed this training;
2 and
3
 - 4 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
5 professional may administer the prescribed medication to the student. If a school nurse or other
6 licensed health care professional is not immediately available, trained school personnel may
7 administer the prescribed medication.
- 8 The Director of Schools shall develop procedures on the administration of medications that treat
9 adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and
10 during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Campbell County Board of Education [Click here to choose a school board.](#)

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

3 1. Entering school for the first time² and

4

5 2. Participating as a member of any athletic team or in any other strenuous physical activity
6 program.³

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
11 a condition that might interfere with the student's progress. The school district will not conduct physical
12 examinations of a student without parental consent or by court order, unless the health or safety of the
13 student or others is in question.⁴

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from
17 producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children
18 immunized and to provide such proof to the principal of the school which the student is to attend.⁵

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
20 written statement that such measures conflict with the one of the following:

21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic;⁶ or

23

24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁷

26 The Director of Schools shall ensure that appropriate immunization records are maintained for each
27 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,

5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Campbell County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date:
		Rescinds:	Issued:

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

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

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
24 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
26 all of the provisions of the School Security Act of 1981.^{1,2}

1

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; Tenn. Op. Att'y Gen. No. 14-21
(February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Campbell County Board of Education Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date:
		Rescinds:	Issued:

General

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION²

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³ including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.²

DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.

- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

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

Campbell County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

6 **APPLICATION PROCESS²**

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

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
13 by state law for the formation of a charter school, and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be comprised of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

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

The review team shall:

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

APPROVAL/DENIAL OF APPLICATION⁴

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

Approval

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

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.⁶

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

New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

Denial

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

- 1 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
- 2 School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Campbell County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 01/13/15
		Rescinds: 6.317	Issued: 11/06/14

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. ¹ The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of Board) at least one (1) of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Set the time, place and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.¹

The DHA may take the following disciplinary actions: ²

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time.*

Within five (5) days of the DHA 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 grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board. ³

1 The notice of the hearing shall include a statement that, unless the student's parent or guardian requests
2 an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the
3 public.³

4 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or
5 assignment to alternative placement for a calendar year unless modified by the director of schools.

Legal References

1. TCA 49-6-3401 (c)(4)(A)(D)(10)
2. TCA 49-6-3401 (c) (5)
3. TCA 49-6-3401 (c)(6)

Cross References

Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316

6.317

Add 3 members

- ① Secondary Ed. Supervisor
- ② Attendance Liason
- ③ Principal

Local COVID-19 Leave Request Form

Policy Number: [_____]

Instructions:

This form should be completed by the employee and submitted to [HR/payroll] for Local COVID-19 Leave Requests. The purpose of this form is to verify that the employee is qualified for Local COVID-19 Leave. To demonstrate eligibility for the leave, the employee shall provide proof of COVID-19 testing or other suitable documentation for the circumstances upon request.

Request for Local COVID-19 Leave:

As an employee attesting to eligibility for Local COVID-19 Leave, I attest that I am unable to work or telework due to the following:

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19. The source of the Order is as follows: _____.
2. I was advised by a health care provider to self-quarantine related to COVID-19. The health care provider who advised me to self-quarantine is _____. The date I am expected to return to work is _____ per the health care provider.
 - ☐ I have attached written documentation.
 - ☐ I do not have any written documentation because _____.
3. I am experiencing COVID-19 symptoms and seeking a medical diagnosis. The health care provider who will help diagnose me is _____.
 - ☐ I have attached written documentation.
 - ☐ I do not have any written documentation because _____.

I understand that employees will only be permitted up to two weeks ("up to 80 hours") of their regular weekly pay per school year, regardless if the employee took that leave under FFCRA Leave policy or the Local Covid-19 Leave policy.

- ☐ I have previously some of my FFCRA Leave in 2020 (up to 2 weeks/80 hours of paid sick leave for COVID-19), but I still have some time available to me under the Local COVID-19 Leave policy; OR
- ☐ I have not previously used any of my FFCRA Leave in 2020 (up to 2 weeks/80 hours of paid sick leave for COVID-19).

In accordance with the above reason, I request to begin Local COVID-19 Leave on the following date: _____.

Regarding telework,

- ☐ I was offered telework, but the circumstances that prevent me from teleworking are as follows: _____.
- ☐ I was not offered telework.

I certify the truth and veracity of the above statements and that I have not made any material false statement with the intent to mislead a public servant in the performance of his or her official functions. I understand that I may be subject to disciplinary action, including termination, if any of the above is subsequently determined to be false or misleading.

Employee Name (Print): _____

Employee Signature: _____

Date: _____ Phone: _____

EXPLANATION:

Board Policy Number ____ titled “FFCRA Leave” expired on December 31, 2020 in accordance with federal law, found at Families First Coronavirus Response Act, Pub. L. No. 116–127, §§ 3102, 5101, et seq, (2020). That policy provided up to two weeks (“up to 80 hours”) of paid leave for our employees who satisfied the statute (for example, going into quarantine or testing positive for COVID). Although it is no longer mandatory beginning 2021, we believe some parts of the FFCRA Leave policy were a benefit to many of our employees as they grapple with the pandemic.

PROPOSED BOARD ACTION:

Extend some of the provisions originally set forth in the FFCRA to employees, to be evaluated monthly during 2021. Specifically, continue to allow our employees to use their 2 weeks (“up to 80 hours”) if they have not yet used it for Reasons 1-3. Discontinue Reasons 4-6 (caregiving for others) because those reasons for COVID-19 leave have not been used as regularly, are subject to abuse, and are difficult to administer and fund.

SAMPLE LANGUAGE:

Title: “Local COVID-19 Leave”

Policy Number: ____

Evaluate: Monthly

Effective: January 1, 2021

Beginning January 1, 2021, employees are entitled to up to two (2) weeks of paid sick leave if they have not exhausted their FFCRA Leave under Policy No. ____ “FFCRA Leave” and are unable to work or telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2. has been advised by a health care provider to self-quarantine related to COVID-19; or
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

To demonstrate eligibility for the leave, the employee shall provide proof of COVID-19 testing or other suitable documentation for the circumstances. Employees should seek clarification from the payroll clerk if they have questions regarding the total amount of leave and pay available to them.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to exhaust any other paid leave benefit to utilize this new category of paid sick leave.

For avoidance of doubt, employees will only be permitted up to two weeks ("up to 80 hours") of their regular weekly pay per school year, regardless if the employee took that leave under FFCRA Leave policy or the Local Covid-19 Leave policy.

This policy will be in effect from January 1, 2021 until March 31, 2021 unless the Board takes action to extend it. If the state or federal government issues a mandate for COVID-19 related leave after adoption of this Local COVID-19 Leave policy, such mandated leave will replace this policy entirely and this policy simultaneously will expire.

DAIL R. CANTRELL*
KRYSTA E. BROWN
W. LUCAS ARNOLD

DANIEL R. GOODGE*
"OF COUNSEL"
RACHEL N. WATSON
"OF COUNSEL"

*CERT RULE 31 CIVIL/FAMILY MEDIATOR



dcantrell@cantrell-law.com
kbrown@cantrell-law.com
larnold@cantrell-law.com

Carla Taylor - Office Mgr.
ctaylor@cantrell-law.com

865.457.9100

www.cantrell-law.com

November 19, 2020

Campbell County Board of Education
Attn: Jennifer Fields, Chairman
172 Valley Street
Jacksboro, TN 37757

RE: Conveyance Deed - S. Ninth St.

Dear Jennifer:

Please find enclosed herewith an execution copy of the Quitclaim Deed transferring the above-referenced property from the Campbell County Board of Education to the City of LaFollette.

In speaking with Johnny Byrge and Evan Sanders, it appears this transfer is proper and necessary. As such, the Board will need to vote to approve the transfer and then you can sign off on the deed so it can be properly recorded with the Register's Office. It is the purpose of this letter to also show the Board's intent to transfer the property to the City of LaFollette as they are awaiting grant approval for development purposes in relation to the subject property.

Should you have any questions, please feel free to contact me directly.

Sincerely,

THE CANTRELL LAW FIRM

W. Lucas Arnold

WLA:mt

Enclosure

Cc: Johnny Byrge (Via Email)

Evan Sanders (Via Email)

CLINTON OFFICE:

362 S. Charles G. Seivers Blvd.
Clinton, Tennessee 37716
865.457.9100 (Telephone)
865.463.7881 (Facsimile)

KNOXVILLE OFFICE:

531 Callahan Drive, Suite 101
Knoxville, Tennessee 37912
865.999.0101 (Telephone)
865.463.7881 (Facsimile)

MAILING:

Post Office Box 299
Clinton, Tennessee 37717

Prepared By/Return To:

W. Lucas Arnold, Esq.
THE CANTRELL LAW FIRM
362 S. Charles G. Seivers Blvd.
Post Office Box 299
Clinton, TN 37717
(865) 457-9100 (Telephone)
www.Cantrell-Law.com

New Owner/Responsible Taxpayer:
CITY OF LAFOLLETTE

Tax Identification:
0850-E-0850-019.00

QUITCLAIM DEED

THIS QUITCLAIM DEED, made and entered into this ____ day of _____, 2020, is by and between **CAMPBELL COUNTY BOARD OF EDUCATION, of Campbell County, Tennessee**, hereinafter referred to as the Grantor, and **THE CITY OF LAFOLLETTE, TENNESSEE**, hereinafter referred to as the Grantee.

WITNESSETH:

That Grantor, for valuable consideration in the sum of One Dollar (\$1.00), the receipt and sufficiency of which are hereby acknowledged, does hereby remise, release and quitclaim unto Grantee all of Grantor's right, title and interest in and to the following described premises and land, to wit:

Situate in District One (1) of Campbell County, Tennessee, and in the City of LaFollette, Tennessee, and more particularly described as follows:

Being Lots No. Six (6), Seven (7) and Eight (8) in Block No. Eighty Five (85) of the City of LaFollette, Tennessee as shown on the Supplemental Plat of said City of LaFollette filed in the office of the Register of Deeds for Campbell County, Tennessee at Jacksboro, Tennessee on October 6, 1904.

The subject lands are further described as follows:

Situate in the First (1st) Civil District of Campbell County, Tennessee, and within the corporate limits of the City of LaFollette, and more particularly described as follows:

BEGINNING on an iron pin set, the same being located at the intersection of the Northwest edge of the right of way of West Beech Street and the Southwest edge of the right of way of South Seventh Street; thence with the Northwest edge of the right of way of West Beech Street South 45 deg. 00 min. 00 sec. West 150.00 feet, more or less, to an iron pin set; thence North 45 deg. 00 min. 00 sec. West 115.00 feet, more or less, to a point, the same being located in the Southeast edge of the right of way of West Ash Street; thence with the Southeast edge of the right of way of West Ash Street North 45 deg. 00 min. 00 sec. East 150.00 feet, more or less, to a point, the same being located at the intersection of the Southeast edge of the right of way of West Ash Street and the Southwest edge of the right of way of South Seventh Street; thence with the Southwest edge of the right of way of South Seventh Street South 45 deg. 00 min. 00 sec. East 115.00 feet, more or less, to an iron pin set, the BEGINNING corner hereof.

The above description was prepared according to survey of Dwight Crutchfield, Tennessee Registered Land Surveyor Number 2273, dated March 21, 2006 and this conveyance is made subject to all matters and conditions shown on said Crutchfield survey.

Being the same property conveyed to the Campbell County Board of Education from Campbell County, Tennessee, by deed dated April 20, 2015, of record in Book W493, Page 382, in the Register's Office of Campbell County, Tennessee.

THIS DEED WAS MADE WITHOUT THE BENEFIT OF, OR REQUEST FOR, A TITLE SEARCH, AND THE PREPARER OF THIS DEED THUS MAKES NO REPRESENTATION AS TO THE STATUS OF THE TITLE TO THE PROPERTY DESCRIBED HEREIN. THIS DEED HAS BEEN PREPARED SOLELY FROM INFORMATION FURNISHED TO THE PREPARER WHO MAKES NO REPRESENTATION WHATSOEVER OTHER THAN THAT IT HAS BEEN ACCURATELY TRANSCRIBED FROM THE INFORMATION PROVIDED. FURTHER, THE PREPARER WAS REQUESTED TO PREPARE A DEED ONLY AND BEARS NO RESPONSIBILITY FOR THE CLOSING OR REPORTING OF THE TRANSFER, TAXES, GIFT TAXES, OR OTHER MATTERS RELATING THERETO.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed as of the date first above written.

GRANTOR:

**CAMPBELL COUNTY BOARD OF
EDUCATION**

Jennifer Fields
Chairman

ACKNOWLEDGEMENT

STATE OF TENNESSEE)
COUNTY OF _____)

Personally appeared before me, the undersigned, a Notary Public having authority within the State and County aforesaid, **Jennifer Fields**, with whom I am personally acquainted, and who acknowledged that she executed the within instrument for the purposes therein contained, and who further acknowledged she is the *Chairman* of **CAMPBELL COUNTY BOARD OF EDUCATION**, and as such *Chairman*, is authorized to execute this instrument for the purposes contained herein with proper authorization.

Witness my hand and seal at office, this ____ day of _____, 2020.

Notary Public

My Commission

Expires:_____

AFFIDAVIT

STATE OF TENNESSEE)
COUNTY OF _____)

The actual consideration for this transfer or value of property transferred, whichever is greater, is
\$ 0.00.

AFFIANT

Witness my hand and seal at office, this ____ day of _____, 2020.

Notary Public

My Commission
Expires: _____