

**CAMPBELL COUNTY BOARD OF EDUCATION** [Click here to choose a school board.](#)

Monitoring:  <b>Review: Annually, in December</b>	Descriptor Term:  <h2 align="center">Grading System</h2>	Descriptor Code: <b>4.600</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and  
 2 assessment for evaluating and recording student progress and to measure student performance in  
 3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall  
 4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
 5 grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the  
 6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes  
 7 in grades K-3 according to state rules and regulations.<sup>1</sup>

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before  
 9 the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students and  
 10 parent(s)/guardian(s).<sup>1</sup>

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established  
 14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported  
 15 for the purposes of application for post-secondary financial assistance administered by the Tennessee  
 16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
 18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 This grading system shall be uniform throughout the school district for each grade.

25 Advanced coursework grades shall be weighted with additional percentage points to calculate the  
 26 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment
- 29 Courses – four (4) percentage points; and

- 1       • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
2       International Baccalaureate Courses – five (5) percentage points.

### 3   **LOTTERY SCHOLARSHIPS<sup>3</sup>**

4   Each school counselor shall provide incoming freshman with information on college core courses  
5   required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,  
6   etc.) that must be met in order to receive a scholarship.

7   Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
8   Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made  
9   aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

10   Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students  
11   and impress upon them the benefits of making good grades.

### 12   **LOTTERY SCHOLARSHIP DAY**

13   Each school year, prior to scheduling courses for the following school year, schools teaching students in  
14   grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

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#### Cross References

Alternative Credit Options 4.209  
Credit Recovery 4.210  
Reporting Student Progress 4.601  
Honor Roll, Awards, & Class Ranking 4.602  
Promotion and Retention 4.603  
Transcript Alterations 4.608

**CAMPBELL COUNTY BOARD OF EDUCATION** [Click here to choose a school board.](#)

Monitoring: <b>Review: Annually,          in November</b>	Descriptor Term: <p align="center"><b>Use of the Internet</b></p>	Descriptor Code: <p align="center"><b>4.406</b></p>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Board supports the right of staff and students to have reasonable access to various information  
 2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate  
 3 and responsible manner.

4 **EMPLOYEES**

5 Before any employee is allowed use of the district's internet or intranet access, the employee shall sign  
 6 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions  
 7 of such use. Any employee who accesses the district's computer system for any purpose agrees to be  
 8 bound by the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate internet use which shall  
 10 address the following:

- 11 1. Development of the Network and Internet Use Agreement;
- 12
- 13 2. General rules and ethics of internet access;
- 14
- 15 3. Guidelines regarding appropriate instruction and oversight of student internet use;
- 16
- 17 4. A uniform signature block for use by all district employees; and
- 18
- 19 5. Prohibited and illegal activities including, but not limited to, the following:<sup>1</sup>
  - 20 • Sending or displaying offensive messages or pictures;
  - 21 • Using obscene language;
  - 22 • Harassing, insulting, defaming, or attacking others;
  - 23 • Damaging computers, computer systems, or computer networks;
  - 24 • Hacking or attempting unauthorized access to any computer;
  - 25 • Violation of copyright laws;
  - 26 • Trespassing in another's folders, work, or files;
  - 27 • Intentional misuse of resources;
  - 28 • Using another's password or other identifier (impersonation);
  - 29 • Using the network for commercial purposes; and
  - 30 • Buying or selling on the internet.

## 1 STUDENTS

2 The Director of Schools shall develop and implement procedures for appropriate internet use by students.  
3 Procedures shall address the following:

- 4 1. General rules and ethics of internet use; and
- 5 2. Prohibited or illegal activities including, but not limited to:<sup>1</sup>
  - 6 • Sending or displaying offensive messages or pictures;
  - 7 • Using obscene language;
  - 8 • Harassing, insulting, defaming, or attacking others;
  - 9 • Damaging computers, computer systems, or computer networks;
  - 10 • Hacking or attempting unauthorized access;
  - 11 • Violation of copyright laws;
  - 12 • Trespassing in another's folders, work, or files;
  - 13 • Intentional misuse of resources;
  - 14 • Using another's password or other identifier (impersonation);
  - 15 • Using the network for commercial purposes; and
  - 16 • Buying or selling on the internet.

## 17 INTERNET SAFETY MEASURES<sup>2</sup>

18 Internet safety measures shall be implemented that effectively address the following:

- 19 1. Controlling access by students to inappropriate matter on the internet and world wide  
20 web;
- 21 2. Safety and security of students when they are using electronic mail, chat rooms, and  
22 other forms of direct electronic communications;
- 23 3. Preventing unauthorized access, including "hacking" and other unlawful activities by  
24 students online;
- 25 4. Unauthorized disclosure, use, and dissemination of personal information regarding  
26 students; and
- 27 5. Restricting students' access to materials harmful to them.

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

- 35 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both  
36 students and adults) to material that is obscene or pornographic;<sup>3</sup>
- 37 2. Prohibiting and preventing a use from sending, receiving, viewing, or downloading  
38 materials that are deemed to be harmful to minors;<sup>4</sup>
- 39
- 40

- 1 3. Maintaining and securing a usage log; and
- 2
- 3 4. Monitoring online activities of students.<sup>2</sup>

4 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to  
5 address and communicate its internet safety measures.<sup>2</sup>

6 A written parental consent shall be required prior to the student being granted access to electronic media  
7 involving district technological resources. The required permission/agreement form, which shall specify  
8 acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural  
9 violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and  
10 also by the student. This document shall be executed each year and shall be valid only in the school year  
11 in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In  
12 order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old)  
13 must provide the Director of Schools with a written request.

14 **[Note: Insert the following language if the district contracts for the provision of digital or online**  
15 **materials created and marketed for K-12.]** Complaints alleging a violation of the internet safety  
16 measures shall be submitted to **[insert title of employee]**. All complaints shall be reviewed to determine  
17 how to appropriately respond.

#### 18 **EMAIL**

19 Users with network access shall not utilize district resources to establish electronic mail accounts through  
20 third-party providers or any other nonstandard electronic mail system. All data including email  
21 communications stored or transmitted on school district computers shall be monitored.  
22 Employees/students have no expectation of privacy with regard to such data. Email correspondence may  
23 be a public record under the public records law and may be subject to public inspection.<sup>5</sup>

#### 24 **INTERNET SAFETY INSTRUCTION<sup>6</sup>**

25 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
26 computer resources. The Director of Schools shall provide adequate in-service instruction on internet  
27 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the  
28 dangers posed by the internet and ways in which the internet may be used safely.

#### 29 **SOCIAL NETWORKING**

- 30 1. District staff who have a presence on social networking websites are prohibited from posting  
31 data, documents, photographs, or inappropriate information that is likely to create a material and  
32 substantial disruption of classroom activity.
- 33 2. District staff are prohibited from accessing personal social networking sites on school computers  
34 or during school hours except for legitimate instructional purposes.
- 35 3. The Board discourages district staff from socializing with students on social networking  
36 websites. The same relationship, exchange, interaction, information, or behavior that would be

1 unacceptable in a non-technological medium is unacceptable when done through the use of  
2 technology.

### 3 **VIOLATIONS**

4 Violations of this policy or a corresponding administrative procedure shall be handled in accordance  
5 with the existing disciplinary procedures of the district.

### 6 **VENDOR CONTRACTS<sup>3</sup>**

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

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#### Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

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#### Cross References

Use of Email 1.805  
School and System Websites 4.407  
Controversial Materials 4.801  
Student Publications 6.704

# CAMPBELL COUNTY BOARD OF EDUCATION Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="margin: 0;">Library Materials</h2>	Descriptor Code: <b>4.403</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **[insert title of employee]** shall be responsible for library collection development. Library materials  
 3 shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the  
 4 following criteria:

5 **[Note: The Board can include local standards.]**

- 6 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 7
- 8 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
 9 them. The determining factor will be based on an assessment of any mature themes or content  
 10 (i.e., violence, sexual content, vulgar language, substance abuse);
- 11
- 12 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 13
- 14 4. The collection as a whole shall offer a variety of viewpoints.

15 **[Insert title of employee]** shall be responsible for periodically reviewing the district's library collection  
 16 in line with these established standards.

17 **COMPLAINTS**

18 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 19 1. Inform the complainant of the selection procedures and make no commitments.
- 20
- 21 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 22
- 23 3. Inform the principal (and other appropriate personnel).
- 24
- 25 4. Keep challenged materials available for use during the reconsideration process.
- 26
- 27 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 28
- 29 6. The principal shall request review of the challenged materials by an ad hoc materials review  
 30 committee within **[insert number]** days. The review committee is appointed by the principal  
 31 and includes certified library media personnel, representatives from classroom teachers, one or

1 more parents, and may include one or more students. The principal will inform the Director of  
2 Schools of the review committee's progress.

- 3
- 4 7. The review committee shall take the following steps after receiving the challenged materials:
- 5
- 6 a. Read, view, or listen to the contested material in its entirety;
- 7 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 8 c. Determine the extent to which the material is appropriate for the age and maturity levels  
9 of the students who have access to the materials and whether the material is suitable for,  
10 and consistent with, the educational mission of the school;
- 11 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging  
12 the material for its strength and value; and
- 13 e. Present a recommendation to the Director of Schools and the Board.
- 14
- 15 8. The Board shall review the recommendation presented by the review committee and make the  
16 determination whether the material is appropriate for the age and maturity levels of the students  
17 who have access to the materials and whether the material is suitable for, and consistent with,  
18 the educational mission of the school.
- 19
- 20 9. If it is determined that the material is not appropriate for the age and maturity levels of the  
21 students who have access to them or is not suitable for, and consistent with, the educational  
22 mission of the school, the Board shall require the school to remove the material from the library  
23 collection.

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#### Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

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#### Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801



**CAMPBELL COUNTY BOARD OF EDUCATION** [Click here to choose a school board.](#)

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reconsideration of Textbooks and Instructional Materials</b>	Descriptor Code: <b>4.402</b>	Issued Date:
		Rescinds:	Issued:

1 If a complaint is filed by a parent/guardian, employee, or student regrading textbooks or instructional  
2 materials, this process is to be followed:<sup>1</sup>

- 3 1. Inform the complainant of the selection procedures and make no commitments.
- 4
- 5 2. Request the complainant to submit a Request for Reconsideration of Textbooks and  
6 Instructional Materials form.
- 7
- 8 3. Inform the principal (and other appropriate personnel).
- 9
- 10 4. Keep challenged materials available for use during the reconsideration process. The materials  
11 shall be removed immediately if they:<sup>2</sup>
- 12
  - 13 a. Were created to align exclusively with Common Core; or
  - 14
  - 15 b. Are marketed or otherwise identified as Common Core textbooks or instructional  
16 materials.
  - 17
- 18 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 19
- 20 6. The principal shall request review of the challenged materials by an ad hoc materials review  
21 committee within **[insert number]** working days. The review committee is appointed by the  
22 principal and includes representatives from classroom teachers, one or more parents, and may  
23 include one or more students. The principal will inform the Director of Schools of the review  
24 committee's progress.
- 25
- 26 7. The review committee shall take the following steps after receiving the challenged materials:
- 27
  - 28 a. Read, view, or listen to the contested material in its entirety;
  - 29 b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - 30 c. Determine the extent to which the material supports the curriculum;
  - 31 d. Complete the appropriate Checklist for Reconsideration of Textbooks and Instructional  
32 Materials, judging the material for its strength and value; and
  - 33 e. Present recommendation to principal for further action and to the Director of Schools  
34 for purposes of information.
  - 35

- 1 8. If the complainant desires further action after receiving the recommendation of the committee
- 2 and the decision of the principal, an appeal may be made to the Board.

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**Legal References**

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

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**Cross References**

Instructional Standards 4.101  
Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# CAMPBELL COUNTY BOARD OF EDUCATION

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The [**insert name of district**] virtual education program is a course or series of courses offered by a  
3 school district to provide students a broader range of educational opportunities through the use of  
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional  
5 program.<sup>1</sup>

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
7 state law.<sup>2</sup>

8 **[Revise the list below to align with how the district utilizes virtual education programs (i.e., this**  
9 **is the full list of options to utilize this program but not all of these are required).]**

10 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 11 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 12
- 13 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 14
- 15 3. Continuity of educational service for students who are quarantining;<sup>5</sup>
- 16
- 17 4. Continuity of educational service for students enrolled in an alternative school;<sup>6</sup> or
- 18
- 19 5. Continuity of educational service when the district utilizes remote instruction due to dangerous  
20 or extreme weather conditions, a serious outbreak of illness affecting or endangering students  
21 or staff, or during the administration of end of course examinations or other examinations as  
22 allowed per state law.<sup>7</sup>

## 23 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

24 Students shall be eligible to utilize a virtual education program if participating in one of the above  
25 educational opportunities. The following factors shall also be taken into consideration when  
26 determining eligibility:

- 27 1. Attendance;
- 28
- 29 2. Grades;
- 30

- 1 3. Technology survey; and
- 2
- 3 4. **[Include any additional local requirements]**.

#### 4 **ATTENDANCE**

5 Student attendance in the virtual education program shall adhere to the general requirements of board  
6 policy 6.200 and any relevant administrative procedures.

7 Methods of confirming student attendance shall include two or more of the following:

- 8 1. Students participating in a phone call with a teacher, with parent/guardian support as  
9 appropriate for the age of the student;
- 10
- 11 2. Students participating in synchronous virtual instruction;
- 12
- 13 3. Students completing work in a learning management system;
- 14
- 15 4. Students submitting work via hard-copy or virtual formats; or
- 16
- 17 5. **[Insert any additional local methods]**.

#### 18 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

19 A student may be removed from the virtual education program or denied future enrollment in a virtual  
20 education program based on disciplinary issues, attendance issues, or poor academic performance.

21 Before a student is removed based on poor academic performance, the following interventions shall  
22 occur:

- 23 1. Notification of parent/guardian;
- 24
- 25 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
26 academic performance; and
- 27
- 28 3. **[Insert additional local intervention options]**.

#### 29 **ENROLLMENT AGREEMENT (if applicable)**

30 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for  
31 students from other school districts that want access to virtual education program courses.

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**Legal References**

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

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**Cross References**

Emergency Closings 1.8011  
Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

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Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Credit Recovery</b>	Descriptor Code: <b>4.210</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

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

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

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

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

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

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

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

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

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

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

9 **GRADES<sup>2</sup>**

10 Students passing credit recovery shall receive a grade of seventy percent (70%) under the state uniform  
11 grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform  
12 grading scale, a student passing credit recovery shall receive a D.<sup>3</sup>

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Legal References

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

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Cross References

Virtual Education Program 4.212  
Grading System 4.600  
Promotion and Retention 4.603

# CAMPBELL COUNTY BOARD OF EDUCATION Click here to choose a school board.

Monitoring:  <b>Review: Annually, in December</b>	Descriptor Term:  <h2 style="text-align: center;">Instructional Standards</h2>	Descriptor Code: <h3 style="text-align: center;">4.101</h3>	Issued Date:  
		Rescinds:  	Issued:  

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or  
 3 federal law shall be taught.<sup>1</sup> The Director of Schools shall develop administrative procedures to  
 4 implement this policy.

5 **STATE STANDARDS<sup>2</sup>**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with  
 8 Common Core; or
- 9
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise  
 11 identified as Common Core textbooks or instructional materials.

12 Any complaints regarding the above shall be submitted per board policy 4.402.

13 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

14 All curriculum and instructional programming implemented in the school district shall adhere to state  
 15 and federal laws. District employees shall not include or promote any concepts that would violate state  
 16 law when providing instruction, using instructional or supplemental materials, or when implementing  
 17 the instructional program and curriculum.<sup>1</sup>

18 The Director shall develop procedures to ensure that the district's instructional program complies with  
 19 state law.

20 Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the  
 21 regulation developed by the Tennessee Department of Education.<sup>3</sup>

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Legal References

- 1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206;  
TCA 49-6-1019
- 2. TCA 49-1-302(a)(8); TCA 49-1-314; Public Acts of  
2022, Chapter No. 1085
- 3. TRR/MS 0520-12-04

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Cross References

- Reconsideration of Textbooks and Instructional Materials  
4.402
- Controversial Issues 4.800
- Controversial Materials 4.801





**CAMPBELL COUNTY BOARD OF EDUCATION** [Click here to choose a school board.](#)

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
 3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
 4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
 5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
 7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
 8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
 11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
 12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
 13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
 15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
 16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
 17 each school's office.<sup>3</sup>

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
 19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill  
 22 annually in coordination with local law enforcement.<sup>4</sup>

23 **AED DRILLS<sup>5</sup>**

24 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
 25 the event of a medical emergency. The principal shall ensure that the drill occurs.

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
 27 training, planning, notification, and maintenance to comply with state law.

1 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

2 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
3 and consult with the local and state health departments and other local emergency or healthcare  
4 providers in protecting students and the community from further infection. The Director of Schools  
5 shall develop procedures for health emergencies in accordance with state law.

6 **REMOTE LEARNING DRILLS<sup>7</sup>**

7 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
8 reflect how students will transition to remote learning in the event of a disruption to school operations.  
9 Students shall not be asked or required to transition to remote learning at any time during the drill.

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Legal References

1. TRR/MS 0520-01-02-30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

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Cross References

- Emergency Closings 1.8011
- Safety 3.201
- Community Use of School Facilities 3.206



# CAMPBELL COUNTY BOARD OF EDUCATION

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date:
		Rescinds:	Issued:

1 All purchases of supplies, materials, equipment, and contractual services in excess of \_\_\_\_\_ **[include**  
 2 **\$10,000, \$25,000, or \$50,000 depending on the district's purchasing procedures]**, including those of  
 3 individual schools, shall be based on competitive bids.<sup>1</sup> These bids shall be solicited by advertisement  
 4 in a newspaper of general circulation within the school district. The purchasing agent shall advertise for  
 5 bids and receive quotations. The advertisement may be waived by the purchasing agent in an  
 6 emergency.<sup>2</sup>

7 All purchases of \_\_\_\_\_ **[include \$10,000, \$25,000, or \$50,000 depending on the district's purchasing**  
 8 **procedures]** or less, including those of individual schools, may be made in the open market without  
 9 newspaper notice but shall, whenever possible, be based on at least three (3) competitive bids.<sup>2</sup>

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
 11 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons  
 12 relative to the purpose of the purchase.<sup>3</sup> Any bid may be withdrawn prior to the scheduled time for the  
 13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
 16 or other purchasing procedures is strictly prohibited.

## 17 EXEMPTIONS FROM COMPETITIVE BIDDING

18 Contracts for legal services, educational consultants, services from an insurance provider, and similar  
 19 services by professional persons or groups of high ethical standards shall not be based upon  
 20 competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>4</sup>

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### Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2022, Chapter No. 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 1016
3. TCA 49-2-203(a)((D)(c)
4. TCA 12-3-1209; TCA 12-4-107; Public Acts of 2022, Chapter No. 719; TCA 29-20-407

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### Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

# CAMPBELL COUNTY BOARD OF EDUCATION

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Members</b>	Descriptor Code: <b>1.102</b>	Issued Date:
		Rescinds:	Issued:

1 The legal status of board members shall be as follows:

## 2 **NUMBER OF MEMBERS<sup>1</sup>**

3 The Board is composed of [**insert number of board members**] members.

## 4 **QUALIFICATIONS**

5 [**Insert alternative language if you are a city or special school district.**]

6 Members of the Board shall be residents elected from districts of substantially equal population and  
7 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the  
8 office.<sup>1,2</sup> To qualify as a candidate, an individual must show proof of:

- 9 1. Graduation from high school or receipt of a GED or HiSET;<sup>3</sup> and  
10  
11 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
12 deadline for running as a candidate.<sup>4</sup>

13 Members of the county legislative body and other county governmental officials shall not be eligible  
14 for election as members of the county Board of Education.<sup>5</sup>

## 15 **TERMS OF OFFICE**

16 Members of the Board shall serve [**insert number of years**] year terms.<sup>1</sup>

## 17 **VACANCIES**

18 [**Insert alternative language if you are a city or special school district.**]

19 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process  
20 proceedings.<sup>6</sup>

21 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
22 local legislative body.<sup>7</sup> Such appointment shall continue until the next regular election.

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Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809
5. TCA 49-2-202(a)(2)
6. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);  
Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
7. TCA 49-2-202(e)(1)

As such, I recommend the following policy addition to Board Policy 6300 under Level III Misbehaviors:

18 **MISBEHAVIORS: LEVEL III**

19 This level includes acts directly against persons or property but whose consequences do not seriously  
20 endanger the health or safety of others in the school.

21 *Examples (not an exclusive listing)*

- 22 • Continuation of unmodified Level I and II misbehaviors
- 23 • Fighting
- 24 • Vandalism (minor)
- 25 • Use, possession, sale, distribution, and/or being under the influence of tobacco or  
26 alcohol
- 27 • Use, possession, sale, distribution, and/or being under the influence of any electronic  
28 nicotine delivery system including those containing CBD.
- 29 • Use, possession, sale, or distribution of drug paraphernalia
- 30 • Use, sale, distribution, and/or being under the influence of drugs
- 31 • Stealing
- 32 • Threats to others
- 33 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,  
34 cyber-bullying, and/or hazing)

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# CAMPBELL COUNTY BOARD OF EDUCATION [Click here to choose a school board.](#)

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <h2 style="text-align: center;">Employment of Retirees</h2>	Descriptor Code: <b>5.119</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
 3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
 6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers  
 7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of  
 8 Retirement that no other qualified personnel are available to substitute teach.<sup>1</sup>

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
 11 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
 12 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>2</sup>

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
 14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area  
 16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
 19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
 21 Board for teachers with no experience filling similar positions or more than eighty-five percent  
 22 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
 23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
- 6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;
- 9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the  
11 retired member can be reemployed for additional one (1) year periods;
- 12
- 13 4. The retired member is not drawing disability retirement benefits; and
- 14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that  
17 the retired member has the required experience and training for the position and that no other qualified  
18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
22 percent (5%) of the retired member's pay rate.  
23

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Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

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Cross References

Application and Employment 5.106  
Substitute Teachers 5.701