

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>08/07/23</b>
		Rescinds: <b>1.501</b>	Issued: <b>01/09/17</b>

1 Except on occasions, such as school programs, athletic events, open house and similar public events;  
2 all visitors will report to the school office when entering the school and will sign a log book.  
3 Authorization to visit elsewhere in the building or on the school campus will be determined by the  
4 principal or designee. Guest passes shall be issued for all persons other than students and employees  
5 of the school.<sup>1</sup>

6 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter  
7 onto the grounds or into the school buildings during the hours of student instruction except students  
8 assigned to that school, the staff of the school, parents of students, and other persons with lawful and  
9 valid business on the school premises. Students may not bring non-student brothers or sisters to school  
10 unless prior approval is granted by the building administrator. Requests to bring out-of-town visitors to  
11 school must be submitted to the principal.

## 12 VISITOR CONDUCT

13 Persons who come onto school property shall be under the jurisdiction of the site  
14 administrator/designee. Individuals who come onto school property or who contact employees on  
15 school or district business are expected to behave accordingly. The Director of Schools shall develop a  
16 visitor code of conduct to be presented to the board attorney, and then, approved by the Board.<sup>3</sup> This  
17 code shall prohibit the following:

- 18 • Cursing and use of obscenities;
- 19 • Disrupting or threatening to disrupt school or office operations;
- 20 • Acting in an unsafe manner that could threaten the health or safety of others;
- 21 • Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 22 • Physical attacks intended to harm an individual or substantially damage property.

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

1 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along  
2 with the phone number of someone in the school's administration who can answer questions about the  
3 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood  
4 the code of conduct.

#### 5 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

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

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

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#### Legal References

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

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#### Cross References

Section 504/ADA Grievance Procedures 1.802  
Care of School Property 6.311



# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>10/09/23</b>
		Rescinds: <b>2.403</b>	Issued: <b>08/05/19</b>

1 The Director of Schools shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall contain  
2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general  
4 circulation at least seven (7) days prior to the sale. Notice shall also be published on a news and  
5 informational website in accordance with state law.<sup>3</sup>

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be  
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools  
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than  
9 five hundred dollars (\$500).<sup>2</sup>

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the  
11 Board shall approve other methods of disposal.<sup>3</sup>

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall  
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

## 14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**

15 When equipment that was purchased with federal dollars is no longer needed for the original project or  
16 program or for other activities currently or previously supported by a federal agency, disposition of the  
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be  
19 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or  
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained  
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the  
23 current market value or proceeds from sale by the awarding agency's share of the equipment.  
24

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### Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007
3. Public Acts of 2024, Chapter No. 793
4. TCA 12-2-403(a)
5. 2 CFR § 200.313

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### Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401



# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>10/09/23</b>
		Rescinds: <b>2.806</b>	Issued: <b>02/06/17</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of **twenty-five**  
2 **thousand dollars (\$25,000)**,<sup>1</sup> including those of individual schools, shall be based on competitive bids.  
3 These bids shall be solicited by advertisement in a newspaper of general circulation in the district **and**  
4 **by publication on a news and information website in accordance with state law**. However, said  
5 newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing agent  
6 shall advertise for bids and receive quotations.<sup>2</sup> The principal shall serve as purchasing agent in each  
7 school.

8 All purchases of **twenty-five thousand dollars (\$25,000)** or less, including those of individual schools,  
9 may be made in the open market without newspaper notice, but shall, whenever possible, be based on at  
10 least three (3) competitive bids.

11 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids  
12 or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative  
13 to the purpose of the purchase.<sup>4</sup> Any bid may be withdrawn prior to the scheduled time for the opening  
14 of bids. Any bid received after the time and date specified shall not be considered.

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

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

## 18 **EXEMPTIONS FROM COMPETITIVE BIDDING**

19 Contracts for legal services, educational consultants, and similar services by professional persons or  
20 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
21 basis of recognized competence and integrity.<sup>5</sup>

22 **Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market**  
23 **without public advertisement or competitive bidding. Whenever possible, however, at least three (3)**  
24 **documented quotes shall be obtained.**<sup>6</sup>

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### Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); TCA 12-3-1212
3. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
4. TCA 49-2-203(a)(3)(D)(i)(c)
5. [TCA 12-3-1209](#); [TCA 12-4-107](#); [TCA 29-20-407](#)
6. [Public Acts of 2024, Chapter No. 661](#)

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>11/06/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/10/23</b>

## 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 The district shall work with local law enforcement and the local fire department to develop a procedure  
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025  
22 and shall be reviewed and updated annually thereafter.<sup>4</sup>

## 23 **ANNUAL DRILLS<sup>5</sup>**

24 The principal shall ensure that the school safety team conducts each of the following type of drills  
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.



## 1 **AED DRILLS<sup>6</sup>**

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

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

## 6 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>**

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

## 11 **REMOTE LEARNING DRILLS<sup>8</sup>**

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
13 reflect how students will transition to remote learning in the event of a disruption to school operations.  
14 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. **Public Acts of 2024, Chapter No. 563**
5. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
6. TCA 49-2-122; TCA 49-6-1208
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>11/06/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>07/10/23</b>

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

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
5 facilities or equipment without appropriate faculty supervision;
- 6 3. Controlling the issuance of building keys and master keys;
- 7 4. Developing programs which contribute to the proper care and use of school facilities and  
8 equipment; and
- 9 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>2</sup>

10 All exterior doors leading into a school building shall be locked at all times and access to school buildings  
11 is limited to the school's primary entrance during the school day as well as when students are present  
12 outside of regular school hours.<sup>3</sup>

13 The principal shall immediately call law enforcement officials and the Director of Schools in cases  
14 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a  
15 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass  
16 violence.<sup>4</sup> The Director of Schools/designee is authorized to sign a criminal complaint and press  
17 charges. The Director of Schools shall report all signing of such complaints to the Board.

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

## 20 AFTER SCHOOL HOURS

21 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school  
22 district employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

## 1 **LAW ENFORCEMENT SERVICES<sup>1</sup>**

2 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency to  
3 provide school policing. Any memorandum of understanding shall address, at a minimum, the following  
4 issues:

- 5 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with  
6 all laws, regulations and rules of the Peace Officer Standards and Training Commission at the  
7 time of assignment and remain compliant throughout the tenure of his or her assignment;
- 8 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
9 school policing within twelve (12) months of assignment. Every year thereafter the SRO shall  
10 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
11 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>5</sup>
- 12 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency,  
13 subject to that agency's direction, control, supervision and discipline.
- 14 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
15 of the Director.
- 16 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency  
17 shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of  
18 the senior SRO, however designated, shall include, but not be limited to, the following:
  - 19 a. To represent and carry out the policies of the law enforcement agency assigning the  
20 SROs.
  - 21 b. To supervise the SROs in the performance of their duties;
  - 22 c. To consult with the Director regarding the best use of the available resources for school  
23 policing; and
  - 24 d. To resolve disputes between the SROs and students or faculty members.
- 25 6. The memorandum may be effective for any length of time, including continuing until terminated  
26 by the parties, and may contain any reasonable notice requirement for the termination of the  
27 memorandum. However, the memorandum shall contain a provision allowing the Director to  
28 suspend the active participation of the SROs in the event that the Director certifies that the health,  
29 safety or well being of the students or faculty members require the immediate suspension.

**1 CYBERSECURITY<sup>6</sup>**

- 2 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
3 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
4 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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**Legal References**

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-817
4. **Public Acts of 2024, Chapter No. 882**
5. TCA 49-6-4217
6. TCA 49-6-805(9)

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**Cross References**

- Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>11/06/23</b>
		Rescinds: <b>3.400</b>	Issued: <b>05/07/18</b>

1 All plans for transportation should take into account the safety of the children.

2 Children living within the legal boundaries of Dyersburg City Schools, who are legally enrolled in the  
3 Dyersburg City School System, and who are eligible for transportation under state laws, may be  
4 transported to and from school. Children living outside the legal boundaries of Dyersburg City may  
5 be accepted for enrollment in a Dyersburg City School, but if accepted, must provide their own private  
6 transportation.

7 Transportation provided to Dyersburg City Schools' children shall be subject to all state laws.

8 Any principal may for good and sufficient reason, suspend a pupil from attendance at school or from  
9 riding a school bus up to ten (10) days. For serious problems, the principal may suspend a student  
10 unconditionally for a specified period of time or upon such terms and conditions are deemed reasonable,  
11 following due process as described in TCA 49-6-3401.

12 When any pupil is suspended, said principal shall immediately make written report of such suspension  
13 to the Director of Transportation. The principal shall attempt to notify the pupil's parents of the  
14 suspension by telephone and confirm with a letter, which delineates their right to appeal to the  
15 Disciplinary Hearing Authority.

16 A pupil shall be ineligible for transportation when his behavior is such as to cause problems on a school  
17 bus, damage to school system property, or when he disobeys state or local rules and regulations  
18 pertaining to pupil transportation.

19 School principals shall be responsible for the discipline of children during the bus loading and unloading  
20 process and while buses are enroute between home and school, for operation of buses while on school  
21 campus, and for the conduct of all children, regardless of the school in which they are enrolled, while on  
22 school property.

## 23 **General**

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

26 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
27 appear on the rear bumper.<sup>2</sup> Buses shall also include notice in a conspicuous place that only authorized  
28 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue  
29 on the bus.<sup>3</sup>

1 The number for safety complaints will be .

## 2 **School Bus Drivers**

3 Each school bus driver shall receive a certificate from the transportation vendor prior to operating a  
4 school bus for the school district. The issuance of a certificate to a school bus driver shall be based on  
5 the qualifications of school bus drivers as determined by the Director of Schools.<sup>4</sup>

6 Annually, the transportation vendor shall require each school bus driver to have a physical and mental  
7 examination. The transportation vendor shall revoke the certificate of any school bus driver found to be  
8 physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be  
9 revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular  
10 homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a  
11 controlled substance or analogue.<sup>5</sup>

## 13 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

14 The Director of Schools shall appoint a transportation supervisor for the system. He/she shall be  
15 responsible for the monitoring and oversight of transportation services for the district.

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

19 The Director of Schools shall ensure that training is completed and provide the state department of  
20 Education with appropriate documentation.

## 21 **VIOLATIONS/ACCIDENTS**

22 An annual assurance will be signed by transportation vendor and Dyersburg City Schools.

23 All accidents, regardless of the damage involved, must be reported to the transportation vendor  
24 transportation supervisor, including incidents in which any part of the bus rubs, scrapes, or touches any  
25 other object or vehicle. These violations/accidents will be reported to the Dyersburg City Schools'  
26 Transportation Director.

27 Any bus driver who receives a traffic violation or has an accident while driving a transportation vendor's  
28 school bus will be counseled by the supervisor of transportation or his/her designee. The driver may be  
29 required to view two videos on safety and take a Driver Risk Index Test.

30 The result of the test will be reviewed by a panel consisting of the supervisor of transportation or his/her  
31 designee, the safety director, and a recommendation will be made as to appropriate action.

32 Upon any infraction, the Director of Schools or the supervisor of transportation can suspend any driver  
33 pending completion of an investigation.

## 1 **COMPLAINT PROCESS<sup>4</sup>**

2 The following procedure will govern how students, teachers, staff, and community members shall submit  
3 bus safety complaints:

- 4 1. All complaints shall be submitted to the transportation supervisor or his/her  
5 designee via phone, email, or in person.

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

8 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit  
9 a preliminary report to the Director of Schools This report shall include: <sup>1</sup>

- 10 1. The time and date the complaint was received;
- 11 2. The name of the bus driver;
- 12 3. A copy or summary of the complaint; and
- 13 4. Any prior complaints or disciplinary actions taken against the driver.

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

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

## 19 **RECORDKEEPING<sup>5</sup>**

20 An annual Assurance will be signed by the Transportation Supervisors of the **transportation vendor** and  
21 Dyersburg City Schools.

22 The Dyersburg City Schools' transportation supervisor shall be responsible for the reviewing of the  
23 following records:

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

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**Legal References**

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

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**Cross References**

Bus Safety and Conduct 6.308  
Homeless Students 6.503



# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: <b>4.201</b>	Issued Date: <b>02/01/21</b>
		Rescinds:	Issued:

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

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 six through twelve (6-12) as long as these  
7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the  
8 class size may be extended, but the class size and average must not exceed those for general education  
9 classes in grades seven through twelve (7-12).<sup>2</sup>

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education  
11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

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Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

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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



# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>02/01/21</b>
		Rescinds:	Issued:

1 The school district shall maintain a program of family life education which conforms to guidelines  
2 established by the State Board of Education.<sup>1</sup>

3 A parent/guardian who chooses not to have a student participate in the family life education program  
4 shall submit such request in writing to the principal. A student who is excused from the program shall  
5 be assigned alternative activities and shall not be penalized academically.

6 The curriculum for the family life education program, presented in a manner that is age-appropriate and  
7 factually and medically accurate, shall:<sup>2</sup>

- 8 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 9
- 10 2. Encourage sexual health by helping students understand how the whole person is affected by
- 11 sexual activity as well as other risk behaviors;
- 12
- 13 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 14 as well as the process of adoption and its benefits;
- 15
- 16 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 17 activity, including the challenges of single teen parenting;
- 18
- 19 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 20 activity;
- 21
- 22 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 23 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
- 24 is the child; **and internet crimes against children;**
- 25
- 26 7. Provide instruction on the prevention of dating violence;
- 27
- 28 8. Encourage communication between parent(s)/guardian(s) and students; and
- 29
- 30 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 31

1 10. Include the presentation of a high-quality, computer-generated animation or high-definition  
2 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,  
3 and other vital organs in early fetal development per state academic standards.<sup>3</sup>

4 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten  
5 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit  
6 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human  
7 trafficking of children.<sup>4</sup>

8 The family life education program shall be reviewed annually to ensure that the prohibited items of  
9 instruction, as provided for in state law,<sup>5</sup> are not included in the curriculum.

## 10 **TRAINING OF INSTRUCTION**

11 Personnel involved in instruction regarding human sexuality will conduct such instruction with maturity  
12 and discretion. Personnel providing family life instruction shall receive training prior to presenting such  
13 instruction.

## 14 **REPORTING<sup>2</sup>**

15 At the beginning of each school year, the Director of Schools shall provide the contact information to  
16 the Department of Children's Services of each employee or trained professional providing instruction  
17 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director  
18 shall also report on the curriculum selected by the Board of Education.

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Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304; Public Acts of 2020, Chapter No. 736
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.214</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the  
3 district.<sup>1</sup>

4 Only approved AI programs may be utilized in student instruction or in completing student work. The  
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 District technology coordinator and instructional supervisors are tasked with overseeing the  
7 implementation of AI programs. These staff members will review artificial intelligence programs to  
8 ensure compliance with district policies as well as state and federal student data privacy laws and  
9 present recommendations to the Director of Schools for approval. Any approved programs shall be  
10 accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual  
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for  
14 district staff. This training shall focus on responsible use of AI and best practices for use in school  
15 settings and include instruction regarding personally identifiable information and the need to comply  
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and  
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting  
20 communications, notes, images, and the development of content for instructional or administrative  
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to  
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:  
24 a. Violate the terms of the use of the AI tool;  
25 b. Would mislead a supervisor or others as to the nature of the work; or  
26 c. Would be inconsistent with the teacher code of ethics;<sup>2</sup>

- 27  
28 2. Employees shall take all reasonable precautions to ensure the security of private student data  
29 when utilizing AI programs;  
30

- 1        3.    Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in  
2            order to reduce the risk of errors and inaccuracies;
- 3
- 4        4.    Outputs shall not be incorporated into proprietary content or works; and
- 5

## 6    **STUDENT USE**

7    Teachers may allow students to use approved AI programs for instructional purposes. Any such use  
8    shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall  
9    ensure students are provided with appropriate instruction on the responsible use of AI.

## 10   **ACADEMIC INTEGRITY**

11   Students shall be instructed on responsible use standards including but not limited to the following:

- 12        1.    Effective use of generative AI;
- 13
- 14        2.    When it is appropriate to use AI in assignments;
- 15
- 16        3.    How to determine whether AI responses are accurate;
- 17
- 18        4.    Users assume responsibility for incorporating AI content responsibly; and
- 19
- 20        5.    The difference between cheating and seeking support.

## 21   **NOTICE TO PARENTS**

22   The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in  
23   the district. An approved list of AI programs will be provided by posting on the school website.

## 24   **REPORTING**

25   The Director of Schools shall submit a report to the Board of Education each June on how this policy  
26   will be enforced in the upcoming school year. The Board shall approve the report and the Director  
27   shall submit it to the Department of Education by July 1<sup>st</sup>.

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### Legal References

1.   [Public Acts of 2024, Chapter No. 550](#)
2.   [TCA 49-5-1001](#)

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### Cross References

Use of the Internet 4.406

# Dyersburg City Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Interscholastic Athletics</h2>	Descriptor Code: <h3 style="text-align: center;">4.301</h3>	Issued Date: <h3 style="text-align: center;">09/13/21</h3>
		Rescinds: <h3 style="text-align: center;">4.301</h3>	Issued: <h3 style="text-align: center;">02/01/21</h3>

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
 2 treated differently from another person or otherwise be discriminated against in any athletic program of  
 3 the school. Equal athletic opportunity shall be provided for members of both sexes.<sup>1</sup> Student athletes  
 4 shall only be allowed to participate in athletic activities or events that align with the student’s sex  
 5 indicated on his/her original birth certificate.<sup>2</sup> The Director of Schools/designee shall require the  
 6 parent/guardian to provide the student’s original birth certificate prior to participation in any  
 7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s  
 8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of  
 9 the student’s sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
 11 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport  
 12 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/her  
 13 designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved  
 14 by the Board, provided the team’s school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
 16 of secondary athletics.<sup>3</sup> The Director of Schools shall develop a code of conduct for all coaches to follow  
 17 in order to ensure the health and safety of athletes.<sup>4</sup>

18 There shall be a complete annual physical examination of every student prior to his/her participation in  
 19 interscholastic athletics.<sup>5</sup> Cost of the examination shall be borne by the parent or guardian of the student.  
 20 These records shall be on file in the principal’s office. It shall be the responsibility of the parent(s) or  
 21 guardian to provide health and hospitalization insurance for all students participating in interscholastic  
 22 athletics.

23 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any  
 24 group of students for the purpose of permitting them to practice or play baseball, football, basketball or  
 25 any similar game within the regular school hours of any school day of the week without written  
 26 permission from the Board.<sup>7</sup> This does not prevent the inclusion of regular physical training lessons in  
 27 the daily school program.

28 Students shall not be disqualified from participation on a school athletic team solely on the basis of  
 29 participation in another sport except where the season overlaps by more than two weeks.



1 Seniors who move out of their school area but who wish to continue attendance in the original school  
2 may continue to participate in athletics. The Board specifically forbids the recruitment of students in any  
3 fashion.

4 Participation in interscholastic athletics or marching band shall not be substituted for the lifetime  
5 wellness graduation requirement.

6 Students shall not be required to attend a school athletic event, or event related to participation on a  
7 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
8 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior  
9 to the event.<sup>6</sup>

#### 10 **SEVERE WEATHER<sup>4</sup>**

11 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
12 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
13 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
14 discussed with all players, coaches, and officials, if applicable.

15 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
16 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
17 receive training on activity modifications based on environmental conditions.

#### 18 **PROHIBITION AGAINST HAZING**

19 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
20 tolerate hazing activities.<sup>8</sup>

#### 21 **HOME SCHOOL STUDENT PARTICIPATION<sup>9</sup>**

22 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA  
23 guidelines. If a school is not a member with these organizations, home school students that are zoned  
24 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
25 students.

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#### Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
6. TCA 49-6-1002(a)

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#### Cross References

- Special Use of School Vehicles 3.402
- Student Insurance Program 3.601
- Extracurricular Activities 4.300
- Attendance 6.200

7. TCA 49-6-1002(c)
8. TCA 49-2-120
9. Public Acts of 2024, Chapter No. 639

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>08/07/23</b>
		Rescinds: <b>4.403</b>	Issued: <b>08/01/22</b>

1 *General*

2 The librarian shall be responsible for library collection development. Library materials shall be reviewed  
3 to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following criteria:

- 4 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 5
- 6 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
7 them. The determining factor will be based on an assessment of any mature themes or content  
8 (i.e., violence, sexual content, vulgar language, substance abuse);  
9
- 10 3. Materials shall contain literary, historical, and/or artistic value and merit; and  
11
- 12 4. The collection as a whole shall offer a variety of viewpoints.

13 The librarian shall be responsible for periodically reviewing the district's library collection in line with  
14 these established standards. He/she shall post the list of library materials online. **Prior to the purchase of  
15 new materials, librarians shall review the age and maturity level along with the reading level of the  
16 selected items for suitability.<sup>1</sup> A list of new materials shall be reviewed by the lead librarian.**

17 **Any materials that meet the following criteria shall be removed and excluded from the district's library  
18 collection:**

- 19 1. **Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess  
20 violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;**
- 21
- 22 2. **Are patently offensive as defined in state law; or**
- 23
- 24 3. **Appeal to the prurient interest as defined in state law.**

25 **The Board shall be notified when any library materials are challenged or removed pursuant to this policy.**

26 **COMPLAINTS<sup>2</sup>**

27 **Tier I**

28 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint  
29 shall:

- 1 1. Inform the complainant of the selection procedures and make no commitments.
- 2
- 3 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 4
- 5 3. Inform the principal (and other appropriate personnel).
- 6
- 7 4. Keep challenged materials available for use during the reconsideration process.
- 8
- 9 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 10
- 11 6. The principal shall request review of the challenged materials by an ad hoc materials review
- 12 committee within 10 days. The review committee is appointed by the principal and includes
- 13 certified library media personnel, representatives from classroom teachers, one or more parents,
- 14 and may include one or more students. The principal will inform the Director of Schools of the
- 15 review committee's progress.

16 After reviewing the challenged materials, the following steps should occur:

- 17 1. Read, view, or listen to the contested material in its entirety;
- 18 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 19 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
- 20 students who have access to the materials and whether the material is suitable for, and
- 21 consistent with, the educational mission of the school;
- 22 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
- 23 material for its strength and value; and

#### 24 **Tier Two**

25 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.  
26 He/she shall review the recommendation presented by the review committee along with the principal's  
27 recommendation and make the determination whether the material is appropriate for the age and  
28 maturity levels of the students who have access to the materials and whether the material is suitable  
29 for, and consistent with, the educational mission of the school.

#### 30 **Tier Three**

31 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the  
32 material to determine whether the material is appropriate for the age and maturity levels of the students  
33 who have access to the materials and whether the material is suitable for, and consistent with, the  
34 educational mission of the school.

35 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the  
36 students who have access to them or is not suitable for, and consistent with, the educational mission of  
37 the school, the Board shall require the school to remove the material from the library 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); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

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**Cross References**

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

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>07/11/22</b>
		Rescinds: <b>4.600</b>	Issued: <b>01/07/19</b>

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, reporting, and assessment systems to the  
9 Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
10 and parent(s)/guardian(s).<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

## 12 **GRADING SYSTEM: GRADES THREE-TWELVE (3-12)<sup>1</sup>**

13 Schools teaching three (3) through twelve (12) shall use the uniform grading system established by the  
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
16 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),  
2       International Baccalaureate Courses, **and Dual Enrollment** – 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 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
9       Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications  
10      in a timely manner.

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

### 13      **LOTTERY SCHOLARSHIP DAY**

14      Each school year, prior to scheduling courses for the following school year, schools teaching students in  
15      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

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>11/06/23</b>
		Rescinds: <b>4.603</b>	Issued: <b>07/01/19</b>

## 1 *General*

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

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

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Universal Reading Screener
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

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

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are  
28 released.

## 29 **VOLUNTARY RETENTION**

30 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain  
31 his/her student in the current grade level if:



1 1. The student has a documented academic or behavioral delay; and

2  
3 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

## 4 5 **PROMOTION PLANS<sup>5</sup>**

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

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

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

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

## 29 **RETENTION<sup>6</sup>**

30 A student may be retained when such retention is in the best interests of the student or when retention  
31 is required per additional requirements for students in third and fourth grade.

### 32 *Decision of Retention – General<sup>8</sup>*

33 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
34 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
35 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its  
36 development. The plan shall include at least one of the following strategies:

37 1. Adjustment to the current instructional strategies or materials;

- 1
- 2           2. Additional instructional time;
- 3
- 4           3. Individual tutoring;
- 5
- 6           4. Modification to the student’s classroom assignment to ensure the student receives
- 7           instruction from a teacher with a level of overall effectiveness of above expectations (level
- 8           4) or significantly above expectations (level 5); or
- 9
- 10          5. Attendance or truancy interventions.

11 A student shall not be retained more than once in any grade. The progress of students who are retained  
12 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the  
13 school year in which the student is retained. The Director of Schools shall develop procedures to  
14 ensure appropriate recordkeeping of students who are retained.

15 *Decision of Retention – Third Grade*<sup>9</sup>

16 Third grade students shall not be promoted to the next grade unless they are determined to be  
17 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
18 (ELA) based on the student’s most recent TCAP test.

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

- 20           1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
21           portion of the student’s most recent TCAP test may be promoted if:
  - 22
  - 23           a. The student is an English language learner and has received less than two (2) full years  
24           of ELA instruction;
  - 25           b. The student was previously retained in grades K-3;
  - 26           c. The student is retested before the next school year and scores proficient in ELA;
  - 27           d. The student attends a learning loss bridge camp before the next school year, maintains a  
28           ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
29           test at the end of the camp;
  - 30           e. The student receives tutoring for the entirety of the next school year in accordance with  
31           state law; or
  - 32           f. Beginning with the 2023-24 school year, the student demonstrates proficiency in ELA  
33           standards by scoring within the fiftieth percentile on the most recently administered  
34           state-provided benchmark assessment and the district provides tutoring services to the  
35           student during the entire fourth grade school year and notifies the student’s  
36           parent/guardian, in writing, of the benefits of enrolling the student in summer  
37           programming.
  - 38
- 39           2. A student in third grade receiving a performance level rating of “below” on the ELA portion of  
40           the student’s most recent TCAP test may be promoted if:  
41

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

#### 8 *Decision of Retention – Fourth Grade*<sup>10</sup>

9 Students in the following categories may be promoted to fifth grade if they demonstrate adequate  
10 growth on the fourth-grade ELA portion of the TCAP test:

- 11 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the  
12 fourth-grade school year; and
- 13  
14 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while  
15 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the  
16 fourth grade school year.

17 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate  
18 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 19 1. The student's principal shall convene a conference consisting of the following parties: the  
20 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
- 21  
22 2. The conference shall review the student's fourth grade ELA performance to determine if the  
23 student should be promoted to fifth grade.
- 24  
25 3. At the conclusion of the conference, a majority of the parties shall agree to one of the  
26 following:
  - 27 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of  
28 the student's fifth-grade year; or
  - 29 b. The student will be retained in fourth grade. A student shall not be retained more than  
30 once in fourth grade.

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

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

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

37 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
38 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
39 made to a committee appointed by the principal within 5 days. The student and his/her

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

7 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 8 decision shall be issued within 5 business days.

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

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

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Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

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Cross References

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

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>10/09/17</b>

## 1 *General*

2 Employees shall be notified of their right to report a physical assault to the appropriate law  
3 enforcement agency.<sup>1</sup>

4 An employee who is absent from assigned duties as a result of personal injury caused by physical  
5 assault or other violent criminal acts committed in the course of the teacher's employment duties shall  
6 receive his/her full salary and full benefits until the employee is released by his/her physician to return  
7 to work or his/her physician determines the employee is permanently unable to return to work. Hourly  
8 employees shall receive an amount representing the average number of hours the employee works for  
9 the district per pay period along with their full benefits, if available, until the employee is released by  
10 his/her physician to return to work or his/her physician determines the employee is permanently unable  
11 to return to work. An hourly employee is not eligible to receive the continued pay and benefits if  
12 he/she has been employed by the district for less than one (1) full pay period.<sup>2</sup>

13 If the employee receives workers' compensation or other similar benefits, the Board shall pay the  
14 difference between that amount and the teacher's full salary.<sup>1</sup>

15 A signed statement listing the cause of the absence shall be provided by the employee on forms  
16 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in  
17 support of all claims. A certificate from the physician on forms furnished by the Director of Schools  
18 may also be required to verify the extent of the injury.<sup>2</sup>

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Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

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Cross References

Worker's Compensation 3.602  
Sick Leave 5.302  
Long Term Leaves of Absence 5.304

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>07/11/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>11/01/21</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 Substitute teachers may be employed and paid directly by the board of education or by a third party  
3 public or private employer through an agreement between such third party employer and the board of  
4 education. Substitute teachers employed by third party entities shall be subject to the same  
5 unemployment benefit eligibility conditions as substitute teachers employed directly by the board of  
6 education.<sup>2</sup>

## 7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants whose records with the State Department of Education indicate a license or certificate  
10 currently in revoked status shall not be hired.<sup>4</sup>

11 **Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state laws, and State board of Education rules and regulations.**

13 The substitute teacher lists will be prepared by the personnel director, who will maintain a complete file  
14 on all substitute teachers. This file will include transcripts, credentials, recommendations and other  
15 pertinent information. A list of all approved substitutes shall be provided to all building principals. **Only**  
16 those persons on the approved substitute list shall be employed to substitute teach.

## 17 COMPENSATION

18 The compensation of substitute teachers is determined annually by the Board.

19 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
20 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
21 after July 1, 2011-July 1, 2016.<sup>5</sup>

## 22 CERTIFICATION

23 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
24 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup>  
25 When substituting for a teacher without sick leave, the substitute should be certified and paid according  
26 to the state salary schedule.<sup>1</sup>

27 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement  
28 benefits,<sup>1</sup> and may substitute additional days if the Director of Schools certifies in writing to the Division  
29 of Retirement that no other qualified personnel are available to substitute teach.<sup>7</sup>

## 1 **EMERGENCY NEEDS**

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.

3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4 unable to arrive on time or remain for the full day.

5 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 **TRAINING AND ORIENTATION**

9 The director of schools shall be responsible for providing appropriate training and development  
10 programs for substitute teachers that includes annual school safety training required by state law.

11 All substitute teachers shall be required to attend an orientation session held at the beginning of each  
12 school year to provide instructions regarding reporting, pay schedules, and other pertinent information  
13 and to answer questions.

14 Substitute teachers shall assume the same responsibilities and have the same authority as the regular  
15 teacher, including bus duty and playground supervision.

## 16 **RE-EMPLOYMENT/TERMINATION**

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

20 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
21 the principal if they wish to terminate their service as substitutes.

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### 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)(14)
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

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### Cross References

- Background Investigations 5.118  
Employment of Retirees 5.119



# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>09/13/21</b>
		Rescinds: <b>5.802</b>	Issued: <b>08/06/18</b>

## 1 **QUALIFICATIONS**

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned  
13 by the Board. The Director of Schools may delegate these duties together with appropriate authority but  
14 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## 15 **ESSENTIAL FUNCTIONS**

### 16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those  
18 board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for Board approval and implements those  
20 plans when approved.
- 21 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters  
22 requiring board action, including all facts, information, options, and reports needed to assure  
23 informed decisions. Provides advice and counsel to the Board on matters before it.
- 24 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
25 of the proceedings of all meetings of the Board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.  
27 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement board policy or for the items deemed  
2 necessary for the efficient operation of the schools and disseminates these procedures to  
3 appropriate staff.
- 4 7. Keeps the Board informed regarding development in other districts or at state and national levels  
5 that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and  
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and  
9 the rules and regulations of the State Board of Education.<sup>1</sup>

## 10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development and  
12 implementation of sound business practices. Continually assesses business practices to achieve  
13 efficiency.
- 14 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget  
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the  
17 public school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
19 district's financial and physical resources.

## 20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the Board and shown on the system  
22 organization chart. Lines of authority shall not restrict the practical working relationships of all  
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and  
25 recommends to the Board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-  
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action  
29 to the Board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates all personnel matters relating to personnel directly or through delegation to all board  
33 members and also, receives employees' communications that need to be relayed to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a  
3 temporary teaching permit who have been suspended or dismissed, who have resigned,  
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would  
5 warrant consideration for license suspension or revocation, or who have been convicted of a  
6 felony. The report shall be submitted within thirty (30) days of the suspension, dismissal, or  
7 resignation or of receiving knowledge of the felony conviction.<sup>2</sup>

## 8 Instructional Leadership

- 9 1. Serves as the chief school executive. Ensures the development and maintenance of a positive  
10 educational program designed to meet the needs of the community and to carry out the policies  
11 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,  
12 is available to all students.
- 13 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major  
14 changes in tests and time schedules to be used in the schools.
- 15 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 16 4. Develops guidelines and direction for monitoring the effectiveness of existing and new  
17 programs.
- 18 5. Conducts a periodic audit of the total school program and advises the Board of recommendations  
19 for the educational advancement of the schools.
- 20 6. Seeks out available sources for grant funding to support programs and projects.
- 21 7. Ensures that the goals of the school system are adequately reflected in its educational program  
22 and operations.

## 23 Community/Public Relations

- 24 1. Promotes community support of the schools. Interprets district programs and services, reports,  
25 plans, events, and activities of interest and solicits community opinions regarding school and  
26 educational issues.
- 27 2. Identifies available community resources and links to social service agencies that support  
28 education and healthy child development.
- 29 3. Develops strategies to promote parental involvement in their student's education and provides  
30 opportunities for parent-teacher interaction.
- 31 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
- 32 5. Ensures that the district interests will be represented in meetings and activities of municipal and  
33 other governmental agencies.

1           6. Represents the school district and its interests in community organizations, activities, and  
2           projects.

3   **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board  
4   and the Director of Schools. Salary to be determined by the Board.

5   **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
6   and the Board's policy on evaluation of the Director of Schools.

7   **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and  
8   level of work being performed by the person assigned to this position. They are not intended to be a  
9   complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);  
Public Acts of 2021, Chapter No. 211

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Cross References

Executive Committee 1.301  
Board-Media Relations 1.502  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>11/27/17</b>
		Rescinds: <b>6.203</b>	Issued: <b>04/02/12</b>

1 Any student entering school for the first time must present:

- 2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 3 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of
- 4 every student entering school for the first time. This applies to kindergarten, first grade and
- 5 other students for whom there is no health record; and
- 6 3. Evidence of state-required immunization.<sup>3</sup>

7 The name used on the records of a student entering school must be the same as that shown on the birth  
8 certificate unless evidence is presented that such name has been legally changed through a court as  
9 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used  
10 on the records of such student will be the same as that shown on documents which are acceptable to  
11 the school principal as proof of date of birth.

12 A child whose care, custody and support has been assigned to a resident of the district by a power of  
13 attorney or order of the court as dictated by law, shall be enrolled in school provided appropriate  
14 documentation has been filed with the district office.<sup>4</sup> Initial placement of students who transfer to  
15 Dyersburg City Schools will be determined by a previous discipline record.

16 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
17 guardian moves his/her residence into the school system.

## 18 **ADJUDICATED DELINQUENT STUDENT<sup>6</sup>**

19 A principal or principal's designee may ask a parent/guardian in writing if their student has been  
20 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student  
21 first enrolling in the school and when any such student:

- 22 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 23
- 24 2. Changes schools within this state.

25 This information shall be shared only with school employees who have responsibility for classroom  
26 instruction of the student, the school counselor, social worker, or psychologist who is developing a  
27 plan for the student while in the school, and the school resource officer. Such information is otherwise

- 1 confidential and shall not be released to others, and the written notification shall not become a part of
- 2 the student's record.<sup>7</sup>

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

# Dyersburg City Schools

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>6.300</b>	Issued: <b>11/04/19</b>

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. Exclusionary discipline  
4 shall only be used as a measure of last resort. The development of each code shall involve principals  
5 and staff members of each level and shall be consistent with the relevant policies as adopted by the  
6 Board.<sup>1</sup>

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.<sup>2</sup> 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:<sup>3</sup>

- 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 a variety of trauma-  
25 informed discipline practices.

## 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

- 1 • Cheating and lying
- 2 • Abusive language
- 3 • Failure to do assignments or carry out directions
- 4 • Wearing, while on the grounds of a public school during the regular school day,
- 5 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 6 learning environment<sup>4</sup>
- 7 • Minor disrespect of other students

#### 8 *Disciplinary Procedures*

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

#### 16 *Disciplinary Options*

- 17 • Verbal reprimand
- 18 • Special assignment
- 19 • Restricting activities
- 20 • Counseling
- 21 • Withdrawal of privileges
- 22 • Strict supervised study
- 23 • Detention
- 24 • In-school suspension

#### 25 **MISBEHAVIORS: LEVEL II**

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

#### 30 *Examples (not an exclusive listing)*

- 31 • Intensification or Continuation of unmodified Level I misbehaviors
- 32 • Using forged notes or excuses
- 33 • Disruptive classroom behavior

#### 34 *Disciplinary Procedures*

- 35 • The student is referred to the principal for appropriate disciplinary action.
- 36 • The principal meets with the student and the staff member.



- 1 • The principal hears the accusation made by the staff member and allows the student the
- 2 opportunity to explain his/her conduct.
- 3 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 4 action.
- 5 • The record of offense and disciplinary action shall be maintained by the principal.

#### 6 *Disciplinary Options*

- 7 • Teacher/schedule change
- 8 • Peer counseling
- 9 • Referral to outside agency
- 10 • Detention
- 11 • Suspension from school-sponsored activities or from riding school bus
- 12 • In-school suspension
- 13 • Alternative Placement
- 14 • Out-of-school suspension (if Alternative Placement is unavailable)

#### 15 **MISBEHAVIORS: LEVEL III**

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

#### 18 *Examples (not an exclusive listing)*

- 19 • Intensification or Continuation of unmodified Level I and II misbehaviors
- 20 • Fighting
- 21 • Vandalism (minor)
- 22 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 23 alcohol
- 24 • Use, possession, sale, or distribution of drug paraphernalia
- 25 • Being under the influence of drugs
- 26 • Stealing
- 27 • Threats to others
- 28 • Theft, possession, and/or sale of stolen property
- 29 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 30 cyber-bullying, and/or hazing)

#### 31 *Disciplinary Procedures*

- 32 • The student is referred to the principal for appropriate disciplinary action.
- 33 • The principal meets with the student and the staff member.
- 34 • The principal hears the accusation and allows the student the opportunity to explain
- 35 his/her conduct.
- 36 • The principal takes appropriate disciplinary action.
- 37 • The principal may refer the incident to the Director of Schools and make
- 38 recommendations for consequences.

- 1           • The record of offense and disciplinary action shall be maintained by the principal.
- 2           • Referral to the Disciplinary Hearing Authority

### 3           *Disciplinary Options*

- 4           • In-school suspension
- 5           • Detention
- 6           • Restitution from loss, damage, or stolen property
- 7           • Social adjustment classes
- 8           • Alternative Placement Class
- 9           • Out of School Suspension if Alternative Placement is unavailable
- 10          • Alternative School

### 11        **MISBEHAVIORS: LEVEL IV**

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

16        If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 17        employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 18        death to another person.<sup>5</sup>

### 19        *Examples (not an exclusive listing)*

- 20          • Intensification or Continuation of unmodified Level I, II, and III misbehaviors
- 21          • Death threat
- 22          • Extortion
- 23          • Bomb threat
- 24          • Threat of mass violence on school property\*
- 25          • Possession, use, and/or transfer of dangerous weapons
- 26          • Assault that results in bodily injury upon any teacher, principal, administrator, any other  
 27          employee of the school, or a school resource officer\*
- 28          • Theft of stolen property
- 29          • Aggravated assault\*
- 30          • Vandalism (major)
- 31          • Arson
- 32          • Possession of unauthorized substances (e.g. any controlled substance, controlled  
 33          substance analogue, or legend drug)\*
- 34          • Use or transfer of unauthorized substances
- 35          • Sale or distribution of unauthorized substances
- 36          • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,  
 37          cyber-bullying, and/or hazing)
- 38          • Electronic threat to cause bodily injury or death to another student or school employee

1 *Disciplinary Procedures*

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

11 *Disciplinary Options*

- 12 • Referral to the Disciplinary Hearing Authority which results in appropriate placement

13 \* Designates zero tolerance offenses.

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Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

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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

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>02/07/22</b>

1 In order to ensure a safe and secure learning environment, the following offenses shall not be  
2 tolerated:<sup>1</sup>

## 3 **WEAPONS & DANGEROUS INSTRUMENTS**

4 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school  
5 buses, on school property, or while on school sponsored outings.<sup>1</sup>

6 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or  
7 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily  
8 injury or anything that in the manner of its use or intended use is capable of causing death or serious  
9 bodily injury.<sup>2</sup>

## 10 **DRUGS**

11 While on school property or at any school-related or school-controlled event or function, or while a  
12 passenger on school vehicles or buses, no student shall possess, transmit, consume, use, sell, offer for  
13 sale, ingest, distribute or be under the influence of any controlled substance or any derivative product  
14 manufactured from or containing the by-products of a controlled substance.

15 For the purposes of this policy and/or rule, “controlled substance” or “derivative product” shall be  
16 defined as any:

- 17 1. Zero Tolerance drug or controlled substance;
- 18 2. Verified Product containing marijuana or any derivative form thereof including THC;
- 19 3. Any other substance that violates DCS policies, state law or federal law.

## 20 **ASSAULT**

21 Any student who commits aggravated assault<sup>4</sup> or any student who commits assault that results in  
22 bodily injury<sup>5</sup> upon any teacher, principal, administrator, or any other employee of the school, or  
23 school resource officer shall be in violation of this policy.

## 24 **THREATS OF MASS VIOLENCE**

25 Any student who makes valid threats of mass violence on school property or at a school related activity  
26 as determined by a threat assessment team shall be in violation of this policy.<sup>6</sup>

1 Committing any of these offenses shall result in a student being expelled from the regular school  
2 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
3 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
4 offenses may be assigned to an alternative school or program at the discretion of the Director of  
5 Schools.<sup>7</sup>

6 When it is determined that a student has violated this policy, the principal shall notify the student's  
7 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup> A  
8 Disciplinary Hearing Authority meeting will be held.

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#### Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

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#### Cross References

Code of Conduct 6.300  
Drug-Free Schools 6.307  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Alternative Education 6.319  
Safe Relocation of Students 6.4081

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Suspension</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/03/20</b>
		Rescinds: <b>6.316</b>	Issued: <b>02/05/18</b>

## 1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without  
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may  
4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any  
9 school;
- 10 4. Willful or malicious damage to real or personal property of the school or the property of any  
11 person attending or assigned to the school;
- 12 5. Inciting, advising, or counseling of others to engage in any of the action that would justify  
13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun, or firearm on school property;<sup>2</sup>
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;<sup>3</sup>
- 17 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,  
18 obscene, or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;<sup>4</sup>
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly  
22 explosive or destructive device including chemical weapons on school property or at a school-  
23 sponsored event, **or an invalid threat of mass violence**;<sup>5</sup>
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property  
25 or at a school activity, including travel to and from school;

1 14. Assault against a school employee as defined in state law;<sup>6</sup>

2 15. Off-campus criminal behavior resulting in felony charges;

3 16. When behavior poses a danger to persons or property or disrupts the educational process; or

4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised  
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a  
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may  
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may  
10 not face any disciplinary action.<sup>5</sup>

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of  
12 Schools/designee of the following:

13 1. Student's suspension;

14  
15 2. Cause for the suspension; and

16  
17 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),  
18 student, and the principal.

19 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be  
20 permitted to take such final examinations or submit such required work as necessary to complete the  
21 course of instruction for that semester, subject to conditions prescribed by the principal.<sup>6</sup>

## 22 **IN-SCHOOL SUSPENSION<sup>7</sup>**

23 In-school suspension shall be offered to students as an alternative program (if applicable) to complete  
24 academic assignments and receive credit for work completed.

25 Students given an in-school suspension in excess of one (1) day from classes shall attend special  
26 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for  
27 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all  
28 times and has textbooks and classwork assignments from his/her regular teachers.

## 29 **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

30 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for  
31 improving the student's behavior.

## 32 **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

1 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written  
 2 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall  
 3 be filed within five (5) days of receipt of the notice. These appeals may be filed by the  
 4 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the  
 5 school district if requested by the student.

6 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If  
 7 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

## 8 **SCHOOL-SPONSORED EVENTS<sup>6</sup>**

9 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)  
 10 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that  
 11 is not directly related to a student's grade in a course of instruction.

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### Legal References

1. [TCA 49-2-203\(a\)\(7\)](#); [TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101](#); [TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915](#); [TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(b\)](#)
10. [TCA 49-6-3401\(c\)\(3\)](#)
11. [TCA 49-6-3401\(a\)-\(c\)](#); *Goss v. Lopez*, 419 U.S. 565 (1975); [20 USCA § 1415](#)

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### Cross References

Traffic and Parking Controls 3.403  
 Code of Conduct 6.300  
 Procedural Due Process 6.302  
 Interference/Disruption of School Activities 6.306  
 Drug-Free Schools 6.307  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Student Disciplinary Hearing Authority 6.317  
 Alternative Education 6.319





# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>07/11/22</b>
		Rescinds: <b>6.318</b>	Issued: <b>02/05/18</b>

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

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding  
 5 the suspension/expulsion from the former school district. The principal may ask the parent(s)/guardian(s)  
 6 in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and  
 7 submit any records to the Director of Schools.<sup>1</sup> Based on the results of the investigation, the Director of  
 8 Schools shall make a recommendation to the Board to approve or deny the request.

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

10 Any school system that accepts enrollment of a student from another school system may dismiss the  
 11 student if it is determined subsequent to the enrollment that the student has been suspended or expelled  
 12 from the former school system.<sup>2</sup>

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Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

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Cross References

- School Admissions 6.203  
 Student Records 6.600

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>08/01/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>07/11/22</b>

## 1 *General*

2 The Director of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;  
5 **and submit this information to the Department of Children's Services**  
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;  
8
- 9 3. Supply the Coordinator with all necessary resources;  
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse  
12 training program required by state law.<sup>2</sup>

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
14 child abuse or child sexual abuse.

## 15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
19 enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or  
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement  
21 prior to notifying the Coordinator.<sup>5</sup>

22 The report shall include, to the extent known by the reporter:<sup>6</sup>

- 23 1. The name, address, telephone number, and age of the child;  
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;  
26
- 27 3. The nature and extent of the abuse or neglect; and  
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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### Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>05/06/24</b>
		Rescinds:	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,  
3 secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> School  
4 nurses and other school personnel expected to provide emergency care to students shall be trained  
5 according to the Tennessee Department of Health guidelines. The school nurse or other trained school  
6 personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a  
7 standing protocol from a physician.

8 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid  
9 antagonist while the person is on school property or attending a school-sponsored activity held at a  
10 location that is not school property.<sup>2</sup>

11 **PARENTAL NOTIFICATION**

12 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
13 has been administered.

14 **PROCEDURES**

15 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists  
16 as well as procedures regarding record keeping and reporting after any incident.

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Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)