

# 1 – School Board Operations

## **Descriptor Code**

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**NOTE:** For the purpose of this policy manual, the terms *Superintendent* and *Director of Schools* are interchangeable.

# Weakley County Board of Education

Descriptor Code:  
**1.100**

## **School Board Legal Status and Authority**

Revised Date:  
**06/15/06**

The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers representing local citizens and the state in the management of the public schools.<sup>1</sup>

The governing body shall be the Board of Education, serving residents within the boundaries of the school system and non-residents under conditions specified by state law and the Board.<sup>2</sup>

All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

In other instances, an individual board member, including the chairman, shall have power only when specified by state law or when the Board, by vote, has delegated authority to him/her.

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Legal References:

1. TCA 49-1-101; TCA 49-1-102; TCA 49-1-103
2. TCA 49-6-3104

# Weakley County Board of Education

Descriptor Code:  
**1.101**

## Role of the Board of Education

Revised Date:  
**06/15/06**

The Board will be guided by the general mandatory powers and duties of the Board as defined through statute<sup>1</sup> which state or imply that a local Board of Education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates. The Board functions only when in session.

It shall be the duty of the Board:

1. To employ a director of schools; For the purpose of this policy manual, the terms Superintendent and Director of Schools will be interchangeable.
2. To approve positions of employment and salary ranges for such positions;
3. To elect, upon the recommendation of the director of schools, teachers who are eligible for tenure, fix salaries and make written contracts with such tenured teachers;
4. To manage and control all public schools under its jurisdiction;
5. To visit the schools whenever, in the judgment of the Board, such visits are necessary;
6. To dismiss tenured teachers, upon sufficient proof of improper conduct, inefficient service, neglect of duty, insubordination, or incompetence;
7. To suspend or dismiss students when the progress or efficiency of the school makes it necessary;
8. To provide proper record books and suitable office and sufficient equipment for the director of schools;
9. To require the director of schools and the Chairman of the Board to prepare a budget and when such budget has been approved by the Board, to submit it to the local funding body;<sup>2</sup>
10. To have prepared a copy of the minutes of each meeting of the Board and to mail a copy to each board member and the president of the local education association;
11. To adopt and enforce minimum standards and policies governing student attendance; and
12. To approve and monitor an evaluation plan for all certificated employees and to submit the plan to the Commissioner of Education for approval.

## 1.101 - Role of the Board of Education

The Board shall have the power:

13. To consolidate schools whenever, in its judgment, efficiency would be improved;
14. To require school children and employees to submit to a physical examination when there is reason to believe a need exists;
15. To permit school buildings and school property to be used for public, community, or recreational purposes under such rules, regulations and conditions as may be prescribed from time to time by the board of education;
16. To employ legal counsel to advise the Board;
17. To make rules providing for the organization of school safety patrols;
18. To formulate general policies for the operation of the schools of the district;<sup>3</sup>
19. To approve an organization of the school program and courses of study recommended by the director of schools;
20. To evaluate the work and effectiveness of the educational program;<sup>4</sup>
21. To provide for the planning, expansion, improvement, construction, maintenance, use, and disposition of the physical facilities of the school system; and
22. To help interpret the education program to the community by providing for the dissemination of school information necessary for creating a well-informed public.

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Legal References:

1. TCA 49-2-203
2. TCA 49-2-203(a)(11)
3. TCA 49-2-207
4. TCA 49-1-302(a)(3); TRR/MS 0520-2-1-.01

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Cross Reference:

Policy Development & Adoption 1.600  
School District Goals and Objectives 1.700  
Annual Operating Budget 2.200

# Weakley County Board of Education

Descriptor Code:  
**1.102**

## **Board Members Legal Status**

Revised Date:  
**06/15/06**

The legal status of board members shall be as follows:<sup>1</sup>

### **NUMBER**

The Board is composed of nine (9) members.

### **QUALIFICATIONS**

Members of the Board shall be residents of and elected on a non-partisan basis from districts of substantially equal population,<sup>1</sup> and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>2</sup> To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a G.E.D. No member of the local legislative body or any other local governmental official shall be eligible for election as a member of the Board of Education.<sup>3</sup>

### **TERMS OF OFFICE**

Members of the Board shall serve four (4) year terms.<sup>1</sup>

### **VACANCIES**

Vacancies shall be declared to exist on account of death, resignation, removal from the district which elected him, removal from the school system,<sup>5</sup> or through due process proceedings.<sup>4</sup>

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body.<sup>5</sup> Such appointment shall continue until the next regular election.<sup>6</sup>

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#### Legal References:

1. TCA 49-2-201
2. TCA 49-2-202(a) (1)
3. TCA 49-2-202(a) (2)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e); TCA 8-48-101(3)
6. Tennessee Constitution, Article VII, Section 2



# Weakley County Board of Education

Descriptor Code:  
**1.106**

## Ethics

Revised Date:  
**06/15/06**

The Board adopts this Code of Ethics as recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our state. The Board further agrees that ethical issues regarding the Board or its members may be referred to the TSBA Advisory Ethics Commission .

### **ARTICLE I. MY RELATIONS TO THE CHILDREN**

- Section 1. I will at all times think in terms of "children first," always determining other important things according to how they affect education and training of children.
- Section 2. I will seek to provide equal educational opportunities for all children regardless of ability, race, color, sex, creed or location of residence.

### **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

- Section 1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.
- Section 2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.
- Section 3. I will endeavor to keep the community informed about the progress and needs of the schools.

### **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

- Section 1. I will support the employment of those persons best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.
- Section 2. I will support and protect personnel in performance of their duties.
- Section 3. I will not criticize employees publicly but will make such criticism to the superintendent for investigation and action if necessary.

### **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

- Section 1. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.

## **1.106 - Ethics**

Section 2. I will refuse to make promises as to how I will vote on a matter which should properly come before the Board as a whole.

Section 3. I will make decisions only after full discussion of matters at a board meeting.

Section 4. I will respect the opinion of other members and will accept the principle of "majority rule."

### **ARTICLE V. MY RELATIONS WITH THE SUPERINTENDENT**

Section 1. I will support full administrative authority as well as responsibility for the superintendent to properly discharge all professional duties.

Section 2. I will support superintendent accountability for working and requiring staff to work within the framework of policies set up by the Board.

Section 3. I will refer all complaints and concerns to the superintendent.

### **ARTICLE VI. MY RELATIONS TO MYSELF**

Section 1. I will inform myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.

Section 2. I will avoid being placed in a position of conflict of interest, and will refrain from using my board position for personal or partisan gain.

# Weakley County Board of Education

Descriptor Code:  
**1.200**

## Method of Election of Officers

Revised Date:  
**06/15/06**

At the first regular meeting in September each year, the Board shall organize by electing a chairman, <sup>1</sup> a vice chairman and a TLN representative to serve one-year terms or until a successor is named. In the event that an officer's seat on the board is vacated, the Board shall elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible for re-election. If no officer of the Board is serving at the time of the organizational meeting, any member shall call the meeting to order and preside until a chairman is elected as the first order of business. If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall assume all responsibilities of the chairman until a new chairman is elected.

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Legal Reference:

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

# Weakley County Board of Education

Descriptor Code:  
**1.201**

## Duties of Officers

Revised Date:  
**06/15/06**

### **CHAIRMAN**

It shall be the duty of the Chairman of the Board to preside at all meetings of the Board.<sup>1</sup> He/She shall sign agreements, contracts and other important papers executed by the Board. He/She shall also sign the minutes, of all the meetings when they have been approved and incorporated in the permanent minute book. He/She shall appoint all committees,<sup>1</sup> unless the Board specifically directs otherwise, and he/she shall be an ex-officio member of all committees. He/She shall exercise all other powers and perform all other duties as ordinarily pertain to the office or devolve through action of the Board.

### **VICE CHAIRMAN**

The vice chairman shall assume the duties of the chairman in his/her absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant.

### **CHAIRMAN PRO TEM**

A chairman pro tem shall be elected to preside during a meeting when neither the chairman nor the vice chairman is present.

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Legal References:

1. TCA 49-2-205

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Cross References:

Duties and Powers of the Board 1.101  
Duties of Board Members 1.202

# Weakley County Board of Education

Descriptor Code:  
**1.202**

## Duties of Board Members

Revised Date:  
**06/15/06**

The duties of an individual board member shall be as follows:

1. To become familiar with State school laws, regulations of the State Department of Education, and school board policies, rules and regulations;
2. To have a general knowledge of the educational aims and objectives of the system;
3. To work harmoniously with other board members without trying either to dominate the Board or neglect his/her share of the work;
4. To vote and act impartially for the good of the school system;
5. To accept the will of the majority vote in all cases and give support to the resulting action;
6. To represent the Board and the school system to the public in such a way as to promote both interest and support; and
7. To refer complaints to the director of schools and to abstain from individual counsel and action in regard to staff members.

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Cross References:

Duties and Powers of the Board 1.101  
Ethics 1.106

# Weakley County Board of Education

Descriptor Code:  
**1.203**

## **New Member Orientation**

Revised Date:  
**06/15/06**

The Board considers board member development to be an ongoing process for all board members and a vital responsibility for effective board membership. It shall be the responsibility of the director of schools to provide to each new board member:

1. A copy of the Board's Policy Manual;
2. Applicable portions of the Tennessee Code Annotated outlining the duties and responsibilities of the Board and the director of schools;
3. Minutes of the Board meeting for the previous year; and
4. Other appropriate materials which will acquaint the new member with the operation of the school system and board service.

An orientation for new board members shall be conducted no later than thirty (30) days after new board members take office. The chairman of the Board and the director of schools shall arrange and plan for such an orientation.

# Weakley County Board of Education

Descriptor Code:  
**1.204**

## Board Member Development Opportunities

Revised Date:  
**06/15/06**

The Board shall participate in activities designed to assist board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the board secretary and provided to each board member. At least annually the Board will identify which meetings should be attended and the benefits which would be derived from participation in such meetings;
2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;
3. Reimbursement to board members for their travel expenses shall be in accord with the travel expense policy for staff members;<sup>1</sup>
4. When a conference, convention or workshop is not attended by the full Board, those participating will be requested to share information, recommendations and materials acquired at the meeting; and
5. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short- and long-range benefits to the schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by the State and National School Boards Associations;<sup>1</sup>
2. Local and district-sponsored training sessions for board members; and
3. Subscriptions to publications addressing the concerns of board members.

Legal Reference:

1. TCA 49-2-2001

Cross References:

School District Goals and Planning 1.700  
School Calendar 1.800

# Weakley County Board of Education

Descriptor Code:  
**1.205**

## Board-Director Relations

Revised Date:  
**06/15/06**

The Board shall be responsible for specifying its requirements and expectations of the director of schools and then holding the director accountable by evaluating how well those requirements and expectations have been met. In turn, the director shall be responsible for specifying requirements and expectations for all administrators who report to him/her and then holding each accountable by evaluating how well requirements and expectations have been met.

The Board will authorize all expenditures, employ and dismiss all tenured teachers,<sup>1</sup> approve the annual budget,<sup>2</sup> and determine policy.<sup>3</sup> The decisions of the Board concerning these matters will guide the actions of the director of schools and his/her staff.

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Legal References:

1. TCA 49-2-203(1)(4)(7)
2. TCA 49-2-203(11) (A) (i)
3. TCA 49-2-207

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Cross References:

Duties and Powers of the Board of Education 1.101

# Weakley County Board of Education

Descriptor Code:  
**1.300**

## Board Committees

Revised Date:  
**06/15/06**

A special screening committee for each school composed of the Superintendent of Schools, School Principal, Board member(s), and appropriate educational Supervisor will review matters related to the school before they are presented to the Board.

The Board shall maintain these committees:

1. Curriculum
2. Transportation
3. Finance
4. Planning

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Cross References:

School Board Meetings 1.400  
Public Hearings 1.401

# Weakley County Board of Education

Descriptor Code:  
**1.400**

## School Board Meetings

Revised Date:  
**06/15/06**

The Board shall organize in its regular September meeting and shall schedule regular meetings for the calendar year. All meetings, regular or special, shall be open to the public and news media.<sup>1</sup>

### **REGULAR MEETINGS**

Regular Board meetings will be held on the first Thursday of each month, unless specified otherwise by the Board.

### **SPECIAL MEETINGS**

The chairman may call special meetings when, in his/her judgment, the interest of the public schools requires it, or when requested to do so by the majority of the Board.<sup>2</sup> Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a special meeting. In accordance with the "Open Meetings Law", 48 hours notification will be given prior to a called meeting.

Roberts Rules of Order (Newly Revised) will be followed in transacting business at Board meetings.

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Legal References:

1. TCA 8-44-102
2. TCA 49-2-202(c) (1)

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Cross References:

School Board Legal Status and Authority 1.100

# Weakley County Board of Education

Descriptor Code:  
**1.401**

## Public Hearings

Revised Date:  
**06/15/06**

The Board may hold public hearings in the following circumstances:

1. When a licensed employee is dismissed during a contract period. Any licensed employee of the Board is entitled to a hearing, upon written request, and shall be advised of the same in the event of a dismissal;<sup>1</sup>
2. When a student has been suspended and the resolution has not been satisfactory;<sup>2</sup>
3. When a parent or legal guardian shall contest the school assignment of their child;<sup>3</sup> and/or
4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board will make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting the transfer. All requests for hearings must be received by the Board or director of schools within the time limit prescribed by law for that category of hearing.

Legal References:

1. TCA 49-2-203(a)(7);TCA 49-2-301 (GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross Reference:

- Appeals To and Appearances Before the Board 1.404  
Suspension/Dismissal of Non-Tenured Teachers 5.200  
Suspension/Dismissal of Tenured Teachers 5.201

# Weakley County Board of Education

Descriptor Code:  
**1.402**

## Notification of Meetings

Revised Date:  
**06/15/06**

Adequate notice of meetings<sup>1</sup> in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director of schools' office and in each of the public schools. The schedule shall also be sent to the president of the local education association<sup>2</sup> and to the local news media for periodic announcement. No other notice of regular meetings shall be necessary beyond those stated and the holding of the particular regular meetings at the appointed times, if the date and time of the next regular meeting was announced at the last held board meeting.

In the case of special board meetings, notice shall be posted in the same locations with notice sent to the local news media and the president of the local education association, as in the case of regular meetings, at least forty-eight (48) hours prior to the meeting.

The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice shall be given to all appropriate parties as is practical.

All notices of special board meetings shall state the time, place and purpose of the meeting.

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Legal References:

1. TCA 8-44-103
2. TCA 49-2-202(c) (1)

# Weakley County Board of Education

Descriptor Code:  
**1.403**

## Agendas

Revised Date:  
**06/15/06**

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

The agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting the Board may, by a majority vote, add items to or delete items from the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the director of schools' office seven (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

### **CONSENT AGENDA**

While developing the agenda, the chairman and director of schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda.

If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

### **ANNUAL AGENDA**

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

# Weakley County Board of Education

Descriptor Code:  
**1.404**

## Appeals to the Board

Revised Date:  
**06/15/06**

Complaints shall be presented through proper channels before being brought to the Board. These channels are teacher, principal, and superintendent. If, after such procedure is followed, there is still a complaint, the matter may be referred to the Board.

Individuals who wish to come before the board for consideration must be on the agenda. Individuals will not be heard unless they make a written request 5 business days before the Board meeting. This policy can be waived by action of the Board.

Remarks will be limited to five (5) minutes unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the director of schools.

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Legal Reference:

1. TCA 39-17-306

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Cross References:

School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

# Weakley County Board of Education

Descriptor Code:  
**1.405**

## Rules of Order

Revised Date:  
**06/15/06**

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes<sup>1</sup> applicable to the Board, or by policies of this Board including the following exceptions:

### **VOTING METHOD**

When a formal vote is taken on any question brought before the Board, the decision shall be made on the basis of a majority of the membership of the Board.<sup>2</sup>

Roll call votes will be used at the discretion of the chairman or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.<sup>3</sup>

### **CHAIRMAN'S PARTICIPATION**

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.<sup>4</sup>

### **SUSPENSION OF RULES**

Rules of order may be suspended by a two-thirds vote at any regular or special meeting.

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#### Legal Reference:

1. TCA 49-5-409(b) (1); TCA 49-6-3004(2) (f)
2. TCA 49-2-202
3. TCA 8-44-104(b)
4. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

# Weakley County Board of Education

Descriptor Code:  
**1.406**

## Minutes

Revised Date:  
**06/15/06**

The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.<sup>1</sup> The draft of the minutes of the previous meeting shall be sent to all board members with the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the chairman and director of schools.<sup>2</sup> The minutes shall become permanent records of the Board and shall be made available to interested citizens and the news media upon request.<sup>3,4</sup> A copy shall be mailed to all board members, the president of the local education association, and to each of the schools no more than thirty (30) days after approval by the Board.<sup>5</sup>

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meeting;<sup>2,3</sup>
2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;<sup>2,3</sup>
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;<sup>6</sup>
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

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Legal References:

1. TCA 49-2-301(b) (C)(D)
2. Robert’s Rules of Order, Article VII, Paragraph 41
3. TCA 8-44-104
4. TCA 10-7-503
5. TCA 49-2-203(a) (12)
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

# Weakley County Board of Education

Descriptor Code:  
**1.407**

## School Board Records

Revised Date:  
**06/15/06**

The director of schools shall maintain all school system records required by law, regulation and board policy. Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written request, at a reasonable time, to inspect all records maintained by the school district unless otherwise prohibited by law, regulation or board policy. A person who has the right to inspect a record may request and receive copies of the documents subject to the payment of reasonable cost.<sup>1, 2, 3, and 4</sup>

The names of persons inspecting records and the date of inspection shall be recorded.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons.

The director of schools and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines:<sup>2, 4</sup>

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;<sup>7, 8</sup>
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;<sup>7, 8,9</sup> and
4. Permanent records will be kept in some usable form. If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records.<sup>6, 8</sup>
5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>10</sup>

Legal References:

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504

Cross References:

- Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Weakley County Board of Education

Descriptor Code:  
**1.500**

## **Board-Community Relations**

Revised Date:  
**06/15/06**

In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep citizens of the school system regularly informed about all policies, problems and planning through channels of communication, its own efforts, and the office of the director of schools;
2. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:
  - a. Transmitting pertinent and correct information to citizens upon request or upon initiative of school employees;
  - b. Seeking ways to improve school-community relations; and
3. Recognize the right of news media to inquire, research and report to the public information about local schools.

The principal of each school shall be responsible for the development of a public relations program and shall promote programs which involve parents and the community with the school.

The director of schools shall be responsible for leadership in school-community relations. Through the use of his staff, he/she will promote a program to best coordinate the involvement of the schools and community.

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Cross References:

Visitors to the Schools 1.501  
Board Meeting News Coverage 1.502  
Advertising & Distribution of Materials in Schools 1.806  
Crisis Management 3.203  
Community Use of School Facilities 3.206  
Staff Community Relations 5.606

# Weakley County Board of Education

Descriptor Code:  
**1.501**

## Visitors to the Schools

Revised Date:  
**06/15/06**

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

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

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

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

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Legal Reference:

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

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Cross References:

Vendor Relations 2.809  
Security 3.205  
Care of School Property 6.311

# Weakley County Board of Education

Descriptor Code:  
**1.502**

## Board Meeting News Coverage

Revised Date:  
**06/15/06**

A copy of the agenda and agenda materials will be sent in advance to members of the news media who request it. Additionally, all reports approved by the Board shall be made available to the media.

The press will be provided with working copies of the agenda and agenda materials upon request.

The general practice of the Board will be to have an open door policy in relation to the press. Under this policy, reporters and other representatives of the press are welcome to visit schools and offices to take pictures and to gather news. Personal invitations by principals and department heads to local reporters will help to secure coverage of special events. When this practice is followed, continuous relations with the members of the press will support organized cooperation in School-Press relations.

The chairman of the board and/or the director of schools will be available after each meeting to answer questions and to clarify points of discussion and action.

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Cross References:

Board-Community Relations 1.500  
News Releases, Conferences and Interviews 1.503

# Weakley County Board of Education

Descriptor Code:  
**1.503**

## **News Releases, News Conferences, and Interviews**

Revised Date:  
**06/15/06**

The release of official news from the system and schools shall be coordinated as follows:

1. The board chairman will be the official spokesman for the Board, except as this duty is delegated to others;
2. News releases which are of a system-wide nature or pertain to established system policy are the responsibility of the director of schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school are the responsibility of the principal of that particular school.

When individual board members or the director of schools express their views on any issue which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

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Cross References:

Board-Community Relations 1.500  
Board Meeting News Coverage 1.502  
Crisis Management 3.203

# Weakley County Board of Education

Descriptor Code:  
**1.600**

## **Policy Development and Adoption**

Revised Date:  
**06/15/06**

School Board policies may be adopted, altered or amended at any time. Adoptions, alterations or amendments shall require readings at two meetings of the Board and a majority vote of members of the Board.

### **SUSPENSION OF POLICIES**

Any or all policies may be suspended at any meeting by the unanimous vote of the entire Board. The Board will give consideration to requests for changes when presented by employees working under these rules and regulations.

Any changes in policies or procedures adopted by the Board shall be kept in a loose leaf binder and a copy mailed to each holder of a copy of the Weakley County Board of Education policies.

### **POLICY MAINTENANCE**

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

### **ADMINISTRATION IN POLICY ABSENCE**

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

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Legal Reference:

1. TCA 49-2-207

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Cross References:

Role of the Board of Education 1.101  
Agendas 1.403

# Weakley County Board of Education

Descriptor Code:  
**1.700**

## School District Goals

Revised Date:  
**06/15/06**

The Board is charged, on behalf of the public, with the responsibility for determining the educational goals of the school system. In discharging that responsibility, the Board has adopted the following goals in four primary areas: Instruction, Personnel, Students and Operations.

GOAL I: To ensure success for every student;

GOAL II: To provide an effective instructional program with highly qualified personnel in a positive working environment;

GOAL III: To strengthen and expand productive partnerships for education with parents, businesses, and the communities; and

GOAL IV: To secure and properly manage adequate funding for the educational program.

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Cross References:

Role of the Board of Education 1.101

# Weakley County Board of Education

Descriptor Code:  
**1.701**

## School District Planning

Revised Date:  
**06/15/06**

The Board shall develop comprehensive, long-range plans based on the following:

1. Identifying and analyzing the major factors that affect what and how students learn;
2. Developing and implementing a written five-year plan to include a mission statement, goals, objectives and strategies;<sup>1</sup>
3. Establishing annual program improvement objectives, including major activities, expected outcomes, time-lines, responsible persons and required resources; and
4. Basing major budget decisions on long-range plans.

The Board shall plan by means of an annual retreat with the director of schools and staff. The purpose of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range plans, to determine which goals have been achieved, whether any new efforts are needed, and to review major issues that may affect the future. The Board shall also consider annual objectives and strategies proposed by the director of schools. An annual status report on these plans shall be submitted to the Commissioner of Education by September 1 of each year in the required format.<sup>1</sup>

The director of schools shall develop necessary procedures, forms or other measures to implement the goals of this policy.

A planning coordinator may be designated by the director of schools to help coordinate system-wide planning efforts, establish and coordinate an issues management process, aid district staff in developing specific plans, and monitor implementation schedules.

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Legal Reference:

1. TRR/MS 0520-1-3-.03(16)

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Cross References:

Role of the Board of Education 1.101  
Duties of the Director of Schools 5.802

# Weakley County Board of Education

Descriptor Code:  
**1.800**

## School Calendar

Revised Date:  
**06/15/06**

The Weakley County Schools' calendar shall be determined and approved by the Board prior to the opening of the school term and will maintain a term of not less than two hundred (200) days as prescribed by TCA 49-6-3004.

# Weakley County Board of Education

Descriptor Code:  
**1.801**

## School Day

Revised Date:  
**06/15/06**

### SCHOOLS

The starting and stopping times for schools must be approved by the director of schools.

### TEACHERS

The minimum length of the school day for teachers shall be seven and one-half (7 1/2) hours.

### STUDENTS

1. The minimum length of the school day shall be seven (7) clock hours gross for students in grades K-12.
2. No pupil will be admitted to the school building until 30 minutes prior to opening except where a necessity arises with bus pupils or for students attending the Before and After School Day Care Program.

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Legal References:

1. TRR/MS 0520-1-3-.02(1) (a)
2. TRR/MS 0520-1-3-.03(1)

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Cross References:

Time Schedules and Extra Duty 5.602  
Staff Meetings 5.603

# Weakley County Board of Education

Descriptor Code:  
**1.8011**

## Emergency Closings

Revised Date:  
**06/15/06**

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.<sup>1</sup>

As soon as the decision to close schools is made, the director of schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be at the discretion of the principal(s) and the director.

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Legal References:

1. TCA 49-6-3004(e) (1); TRR/MS 0520-1-3-.02(1) (b)

# Weakley County Board of Education

Descriptor Code:  
**1.8012**

## **Extended School Day/Year Programs and School Age Childcare**

Revised Date:  
**06/15/06**

The Board authorizes the establishment and operation of Before/After School Programs in any of its schools to be conducted before and after the regular school day. Emphasis shall be placed upon extended education services for children even though fees are collected for school-age childcare.

# Weakley County Board of Education

Descriptor Code:  
**1.802**

## **Section 504 and ADA Grievance Procedures**

Revised Date:  
**06/15/06**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

### **DEFINITION**

*Section 504 of the Rehabilitation Act of 1973* provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.<sup>1</sup>

*Title II of the Americans with Disabilities Act, 1990* provides that : No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.<sup>2</sup>

### **COORDINATOR<sup>3</sup>**

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

### **NOTICE<sup>4</sup>**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

### **COMPLAINT PROCEDURE<sup>5</sup>**

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

## 1.802 – Section 504 and ADA Grievance Procedures

### Section 504 Due Process Hearing Request

At any time a complaining party may request a hearing before an impartial hearing officer designated by the LEA. The request for a hearing must be in writing and signed by the requesting party and sent to the the ADA/504 Coordinator. The LEA shall ensure that not later than forty-five (45) days after the receipt of a request for a hearing —

- a. a final decision is reached in the hearing; and
- b. a copy of the decision is mailed to each of the parties.

The hearing officer may grant specific extensions of the forty-five (45) day timeline at the request of either party.

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Legal Reference:

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170;172

# Weakley County Board of Education

Descriptor Code:  
**1.803**

## **Tobacco-Free Schools**

Revised Date:  
**06/15/06**

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings and within fifty (50) feet of any building entrance/exit after school hours.<sup>1</sup> Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.<sup>2</sup>

The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased or operated by the district.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district even when such activities may be held after school hours and at locations away from the school.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.<sup>1</sup> The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events:

*Smoking is prohibited by law in seating areas and in restrooms.*<sup>2</sup>

Instructional programs designed to inform students about the hazards of tobacco use and counseling programs designed to discourage students from the use of tobacco shall be included in the curriculum of each school.

Principals or officers of the law who have evidence that a student has illegal possession of tobacco products shall issue a citation for the offense. Evidence shall be released to Juvenile Court.<sup>3</sup>

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Legal Reference:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606
3. TCA 39-17-1505

# Weakley County Board of Education

Descriptor Code:  
**1.804**

## Drug-Free Workplace

Revised Date:  
**06/15/06**

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in federal law.<sup>1</sup> "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction on any criminal drug statute for violation occurring in the workplace as defined above no later than five (5) days after conviction.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.<sup>2</sup>

The director of schools shall be responsible for providing a copy of this policy to all school system employees.<sup>2</sup>

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Legal Reference:

1. Subtitle D Drug Free Workplace Act of 1988
2. 34 CFR § 86.201

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Cross Reference:

Drug and Alcohol Testing, Employees 5.403  
Drug and Alcohol Use, Students 6.307

# Weakley County Board of Education

Descriptor Code:  
**1.805**

## Use of Electronic Mail (e-mail)

Revised Date:  
**06/15/06**

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.<sup>1</sup>
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.<sup>2</sup>
3. Staff/board members will be asked to sign an application for terms and conditions for *Use of the Internet*. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the Weakley County director of schools, board chairman, or board secretary and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

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Legal Reference:

1. TCA 10-7-512
2. TCA 8-44-102

# Weakley County Board of Education

Descriptor Code:  
**1.806**

## **Advertising and Distribution of Materials in the Schools**

Revised Date:  
**06/15/06**

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational and other similar civic groups may advertise events pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;
4. The principal shall screen all materials prior to distribution to ensure their appropriateness. The principal may prohibit materials that:
  - a. would be likely to cause substantial disruption of the operation of the school;
  - b. violate the rights of others;
  - c. are obscene, lewd or sexually explicit; or
  - d. students would reasonably believe to be sponsored or endorsed by the school.
5. The school may, upon approval of the director of schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day; and
8. School publications may accept and publish paid advertising under procedures established by the director of schools.

**1.806 – Advertising and Distribution of Materials in the Schools**

9. The school may, upon approval of the director of schools, accept equipment or materials that display a company logo or advertisement when such items may improve the educational environment for students.

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Cross References:

Board-Community Relations 1.500

Vendor Relations 2.809

Staff-Community Relations 5.606

Student Publications 6.704

# Weakley County Board of Education

Descriptor Code:  
**1.807**

## Use of School Name

Revised Date:  
**06/15/06**

No school or community organization, employee, student or other person may use the school name in any promotional manner or for personal benefit without prior approval of the Board.

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Cross Reference:

Board-Community Relations 1.500