



## Policies Required by Federal or State Laws and Regulations

Subject	Statute/Regulation	Summary	TSBA Policy Number
Acquired Immune Deficiency Syndrome (AIDS)	TRR/MS 0520-01-03-.08(2)(g); State Board of Education Policy 5.300	Each Board of Education shall adopt comprehensive HIV and AIDS policies for employees and students that address appropriate education programs, confidentiality, liability, personnel, safety, curriculum, education, communications, and public relations.	5.401 6.404
Adrenal Insufficiency	TRR/MS 0520-01-13; State Board of Education Policy 4.205	Each Board of Education shall adopt a policy that provides for the administration of medications that treat adrenal insufficiency.	6.405
Advanced Coursework Weighting	State Board of Education Policy 3.301	Each Board of Education that offers honors courses and early postsecondary opportunities shall adopt a policy providing for additional weighting for these courses. School districts shall annually approve the list of such courses and provide this information to the public.	4.600
Age Discrimination Act	29 USCA § 621 <i>et seq.</i> ; 42 USCA §§ 6101 – 6107; 34 CFR § 110.25	Each Board of Education shall adopt a grievance procedure and designate at least one (1) employee to coordinate investigations of complaint and compliance.	5.501
Alcohol and Drug Use - <i>employee</i>	Omnibus Transportation Employee Testing Act, 49 USCA § 5331; 49 CFR § 382.601	Each Board of Education shall adopt a policy for employees who are engaged in safety-sensitive positions to be tested for drugs and alcohol. Testing for bus drivers is required for Boards that provide transportation.	5.403
Alcohol and Drug Use - <i>student</i>	TRR/MS 0520-01-03-.08(2)(d)	Each Board of Education shall adopt a policy for handling drug and alcohol issues.	6.307



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Alternative Education	State Board of Education Policy 2.302; TCA 49-6-3402; TRR/MS 0520-01-02-.09; Public Acts of 2020, Chapter No. 603	Each Board of Education shall adopt a policy regarding alternative education that aligns with State Board of Education rules and regulations. The policy shall recognize the impact of exclusionary discipline practices on students.	6.319
Americans with Disabilities Act (ADA)	42 USCA §§ 12101 – 12213; 28 CFR §35.107	Each Board of Education that employs fifty (50) or more people shall designate at least one (1) employee to coordinate its compliance efforts and carry out its responsibilities under the ADA. The name, office address, and telephone number of the designated employee(s) shall be made available. Each Board shall also adopt a grievance procedure and disseminate it to employees, students, and the community.	1.802
Asbestos Management Plan	15 USCA §§ 2641 – 2656; 40 CFR §763.93; 40 CFR § 763.92	Each Board of Education is required to have an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and to maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. At least once each school year, school districts shall notify parent(s)/guardian(s), teachers, and employee organizations of the availability of the management plans. All members of the custodial staff who may work in a building with asbestos-containing building materials shall have awareness training. All new custodial staff shall be trained within sixty (60) days of hire.	3.208



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Attendance	TRR/MS 0520-01-02-.17(1)(c); TCA 49-6-3007; TCA 49-6-3009	Each Board of Education shall adopt a policy detailing its attendance services program. The policy shall address the excusing of absences for reasons including, but not limited to, injury, illness, pregnancy, hospitalization, homebound, summons, subpoena, court order, military, school endorsed activities, death of a family member, and extenuating circumstances determined on a case-by-case basis. Each Board shall also adopt a progressive truancy intervention plan to address truancy in the school setting.	6.200
Board Member Electronic Attendance	TCA 49-2-203(c)	Each Board of Education shall adopt a policy regarding board members attending meetings electronically if the Board offers this as an option.	1.400
Class Size	TCA 49-1-104; TRR/MS 0520-01-02-.31(4)	Each Board of Education shall have a policy stating that class sizes should not exceed the averages allowed by state law.	4.201
Code of Ethics	TCA 8-17-101 <i>et seq.</i>	Each Board of Education shall adopt a code of ethical standards and file such standards with the Tennessee Ethics Commission.	1.106
Commercial Advertising on School Buses	TRR/MS 0520-01-05-.01(7); TCA 49-6-2109(d)	Each Board of Education shall have a policy regarding the regulation of commercial advertising on school buses, if applicable to the school district, and addressing the minimum standards as required by state law.	3.405



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Communicable Diseases	TRR/MS 0520-01-03-.08(2)(c)	Each Board of Education shall adopt a policy for excluding students with communicable diseases and for readmitting them after they recover.	6.403
Comparability of Services	20 USCA § 6321(c)	School districts shall file a written assurance with the State that it has established and implemented: (1) a school district-wide salary schedule; (2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. School districts shall maintain records that are updated biennially of which document complies with this requirement.	2.300
Confidentiality of Student Records	TCA 10-7-504(a)(4)(A); TRR/MS 0520-01-02-.31(2)	Each Board of Education shall adopt a policy that speaks to the maintenance, use, dissemination, and confidentiality of information in school records. The policy shall specifically mandate that student records be treated as confidential.	6.600
Copyright Act	17 USCA §§ 106, 107, 110	Each Board of Education shall adopt a policy regarding the fair use doctrine and the face-to-face teaching exemption that allows educators to use copyrighted materials in narrowly defined teaching situations.	4.404
Corporal Punishment	TCA 49-6-4104	Each Board of Education shall adopt a policy, as it deems necessary, to implement and control any form of corporal punishment in the school district.	6.314



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Course Access Program	TRR/MS 0520-01-14-.03	Each Board of Education shall adopt a policy for hearing appeals from denials of Course Access Program course enrollments.	4.209
Course Credit	TRR/MS 0520-01-03-.06(16)	Each Board of Education shall adopt a policy addressing the minimum and maximum units in any course or subject area for which a student may earn credit toward graduation.	4.605
Credit Recovery	State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)	Each Board of Education shall adopt a policy that addresses credit recovery standards for admission and removal, instruction, content and curriculum, and grades. This policy shall be posted online and provided in writing to any participating students and parent(s)/guardian(s).	4.210
Director of Schools: Recruitment and Selection	TCA 49-2-203(a)(14)(B)	Each Board of Education shall adopt a policy regarding the method of accepting and reviewing applications and interviewing candidates for the position of Director of Schools.	5.801



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Discipline	20 USCA §§ 7114, 7118; TCA 49-6-4002, 4009; TCA 49-6-3024; TCA 49-6-4109	Each Board of Education shall adopt a policy that prohibits disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. Each Board shall adopt a code of conduct that contains the type of behavior expected from each student, the consequences of failure to obey the standards, and the importance to maintain a safe learning environment. Each policy shall also indicate what misbehaviors are considered a zero tolerance offense. Each Board shall also include a provision prohibiting students from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment during the school day. Lastly, each Board is required to adopt a policy that includes trauma-informed discipline practices as well as alternatives to exclusionary discipline practices for students in pre-kindergarten through kindergarten (pre-K – K).	6.300
Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	TCA 49-6-4503	Each Board of Education shall adopt a policy prohibiting harassment, intimidation, bullying, and cyber-bullying.	6.304
Discrimination/ Harassment of Employees	Title VII, Civil Rights Act of 1964; 29 CFR § 1604.11; TCA 5-23-104	Each Board of Education shall adopt a policy that prohibits any employee or student from discriminating against or harassing an employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.	5.500



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Subject	Statute/Regulation	Summary	TSBA Policy Number
District Water Testing	TCA 49-2-133	Each Board of Education shall develop a policy to implement a program to reduce the potential sources of lead contamination in drinking water in schools.	3.212
Drug-Free Workplace	41 USCA § 8103; 34 CFR §§ 84.205 – 84.215	Each Board of Education shall adopt a policy highlighting its commitment to maintain a drug-free workplace and stating that controlled substances are prohibited in the workplace; that specific actions will be taken against the employee for violating the prohibition; and that as a condition of employment, the employee will abide by the terms of the policy. Each Board shall provide a copy of the policy to each employee.	1.804
Enrollment Period	TCA 49-2-128	Each Board of Education shall develop a policy that provides for an open enrollment period during which parent(s)/guardian(s) may choose from a list of schools with available space within the school district and request a transfer.	6.206
Equal Access (Limited Public Forum)	TCA 49-6-1803	Each Board of Education shall develop a policy ensuring that the school district does not discriminate against a student’s publicly stated, voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to the school district of a student’s expression of a religious viewpoint, if any. The policy shall include the establishment of a limited public forum for student speakers at school events.	4.802



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Equal Opportunity Employment	Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA §§ 12101 - 12213	Each Board of Education shall adopt a policy that promotes equal opportunities for employment and advancement for members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.	5.104
Evaluation	TRR/MS 0520-02-01-.01(4); State Board of Education Policy 5.201	Each Board of Education shall develop a local-level evaluation grievance procedure that complies with the requirements established by the State Board of Education and the Tennessee Department of Education.	5.109
Family Life Education	TCA 49-6-1302	If the most recent, annual data maintained by the Department of Health indicate that pregnancy rates in any county exceeded 19.5 pregnancies per 1,000 females of the ages of fifteen (15) through seventeen (17), the Board shall adopt a policy for the implementation, evaluation, and periodic review of the family life curriculum.	4.213
Fundraising for Noneducational Purposes	TCA 49-2-134	If the Board of Education authorizes employees to raise funds for noneducational purposes, the Board shall adopt a policy that speaks to the use of the funds as well as the receipt, disbursement, and accounting for the funds raised. The policy shall include sources from which an employee may derive the funds for noneducational purposes and guidelines as to how these funds shall be used.	2.601





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Subject	Statute/Regulation	Summary	TSBA Policy Number
Graduation Activities	State Board of Education Policy 2.103	Each Board of Education shall adopt a policy prescribing how a variety of student awards and achievements will be noted and recognized at graduation (e.g., students that voluntarily complete at least ten (10) hours of community service each semester, State Distinction, Tri-Star Scholar, etc.).	4.606
Gun-Free Schools	20 USCA § 7961	Each Board of Education shall adopt a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school within the school district.	6.309
Hazing	TCA 49-2-120	Each Board of Education shall adopt a policy prohibiting hazing by any student or organization operating under the sanction of the Board. The policy shall be distributed or made available to each student at the beginning of each school year.	4.301 6.304
Hepatitis B	29 CFR § 1910.1030	Each Board of Education shall adopt a policy which addresses the risk of occupational exposure to hepatitis B.	5.402
Homeless Students	McKinney-Vento Homeless Assistance Act, 42 USCA § 11431 – 11435	Each Board of Education shall have a policy that removes barriers to enrollment and retention of homeless children and youths, including transportation, and prevents homeless children and youths from being stigmatized or segregated on the basis of their status as homeless.	6.503

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Subject	Statute/Regulation	Summary	TSBA Policy Number
Insurance	Health Insurance Portability and Accountability Act (HIPAA), 42 USCA § 1320d-1, 1320d-2(d); 45 CFR § 164.302 <i>et seq.</i>	Schools sponsoring group health plans shall implement reasonable and appropriate policies and procedures to comply with HIPAA's security standards and implementation specifications for electronic protected health information including, but not limited to, administrative, physical, and technical safeguards and organizational requirements. All employees shall be made aware of the law and the consequences of it.	3.600
Internet Safety	Children's Internet Protection Act, 47 USCA § 254(h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); Enhancing Education through Technology Act of 2001, 20 USCA § 7131	Each Board of Education shall adopt a policy regarding internet safety and include a technology protection measure that protects against internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers by minors, harmful to minors. The internet safety policy shall also include a means of monitoring the online activities of minors and provide for educating minors about appropriate online behavior. The internet safety policy shall also address the following issues: (1) access by minors to inappropriate matter on the internet; (2) the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (5) measures designed to restrict minors' access to materials harmful to them.	4.406
Opioid Antagonist	State Board of Education Policy 4.205	Each Board of Education shall adopt a policy on opioid antagonists, if maintained in the school district, and include a provision regarding parental notification.	6.4052



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Parent and Family Engagement	TCA 49-2-305; TCA 49-6-7001 to 7003; 20 USCA § 6318	Each Board of Education shall adopt a policy that promotes the involvement of parent(s)/guardian(s) in their children's education and describes how the Board will provide support for schools in planning and implementing parent involvement activities, build capacity for parental involvement, coordinate and integrate parental involvement strategies, and conduct an annual evaluation of the content and effectiveness of the policy. The policy shall also include provisions for sharing between the parent(s)/guardian(s), district employees, and students the responsibilities for improving student academic achievement, building capacity for involvement, and accessibility.	4.502
Personnel Leave <i>(County school districts only, except for 5.307)</i>	TCA 5-23-101 <i>et seq.</i> ; TRR/MS 0520-01-02-.04(4)(b)	Each Board of Education shall adopt personnel policies regarding leave (sick, annual leave, and any other type of leave offered by the school district).	5.301 5.302 5.303 5.304 5.305 5.306 5.307 5.310
Physical Examinations	TRR/MS 0520-01-03-.08(2)(a), (b); 20 USCA § 1232h(c)	Each Board of Education shall adopt policies mandating a physical examination of every child entering school for the first time and for students who participate in interscholastic athletics as well as a policy regarding administration of the physical examinations of students.	4.301 6.203 6.402



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Promotion and Retention	TRR/MS 0520-01-03-.03(6); State Board of Education Policy 3.300	Each Board of Education shall adopt a promotion and retention policy for grades K-8. The Board shall also include a provision in policy regarding parental notification for students in grades K-3 who are not meeting the expectations of grade-level standards in reading. Board policy shall also list specific circumstances under which students may be considered for retention after February 1 <sup>st</sup> .	4.603
Public Records	TCA 10-7-503	Each Board of Education shall adopt a policy on accessing public records. The policy shall include: (1) the process for making requests to inspect public records or receive copies of public records and a copy of any required request form; (2) the process for responding to requests, including redaction practices; (3) a statement of any fees charged for copies of public records and the procedures for billing and payment; (4) and the name or title and the contact information of the individual(s) designated as the public records request coordinator.	1.407
Recommendations and File Transfers	20 USCA § 7926	Each Board of Education shall adopt a policy that prohibits employees from assisting others to obtain new employment if the individual knows or has probable cause to believe that the employee engaged in sexual misconduct regarding a minor or a student.	5.203
Religious Content of Courses	TCA 49-6-1005(b)	Each Board of Education shall adopt a policy regarding the appropriate inclusion of religion in local curriculum and instructional materials.	4.804



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Reporting Child Abuse	TCA 37-1-403; TCA 49-6-1601(f)	Each Board of Education shall adopt a policy and procedures for reporting suspected cases of child abuse and neglect.	6.409
Safe Relocation of Students	TCA 49-6-4008	Each Board of Education shall adopt a policy regarding a teacher's ability to relocate a student from the student's present location to another location for the student's safety or the safety of others. The policy shall require a teacher to file a brief report with the principal detailing the situation that required the relocation of the student. The policy shall also cover teachers' authorization to intervene in a physical altercation between two (2) or more students, or between a student and district employees using reasonable or justifiable force upon a student, if necessary, to end the altercation by relocating the student to another location.	6.4081
School Bus Scheduling and Routing	TCA 49-6-2118	Each Board of Education shall adopt a policy addressing the transportation of students, including provisions regarding students exiting the school bus at a stop other than his/her regular bus stop.	3.401
School Bus Surveillance Footage	TCA 49-6-2119	If the school district has installed cameras inside its school buses, the Board of Education shall adopt a policy that establishes a process to allow parent(s)/guardian(s) to view surveillance collected from the camera within the school bus. The policy shall: (1) require that photographs or video footage be viewed under the supervision of the Director of Schools/designee; and (2) establish the duration for which the school district shall maintain these photographs and video footage.	6.308



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Subject	Statute/Regulation	Summary	TSBA Policy Number
School Safety Plan	TCA 49-6-804; TCA 49-6-805	Each Board of Education shall adopt a district-wide school safety plan that aligns with the template developed by the state. Per this template, certain policies regarding crisis intervention, emergency response, and emergency management are required to be maintained by the Board.	3.201 3.202 3.203 3.205
Section 504 of the Rehabilitation Act	29 USCA § 794; 34 CFR § 104.7, 104.8	Each Board of Education that employs fifteen (15) or more people shall designate at least one (1) employee to coordinate compliance efforts and adopt and publish grievance procedures that incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504.	1.802
Security of Test Administration	TRR/MS 0520-01-03-.03(11)(f)	Each Board of Education shall adopt a policy regarding security of test administration, consistent with Department of Education guidelines.	4.701
Separation Practices for Non-Certified Employees	TCA 49-2-301(b)(FF)	All persons who are employed in a position for which no teaching license is required shall be hired at the will of the Director of Schools. The Board of Education shall develop a policy for dismissing such employees.	5.202
Smoke-Free Environment	Environmental Tobacco Smoke/Pro-Children Act of 1994, 20 USCA § 6083	Each Board of Education shall adopt a policy prohibiting smoking in all indoor facilities used to provide regular or routine K-12 education services.	1.803



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Special Education Students	TRR/MS 0520-01-09-.23	Each Board of Education shall develop policies and procedures governing: (1) personnel authorized to use isolation and restraint; (2) training requirements; and (3) incident reporting procedures.	6.500
Sports-Related Concussions	TCA 68-55-502	Each Board of Education shall adopt a policy that establishes guidelines for schools sponsoring youth athletic activities to inform and educate coaches, administrators, youth athletes, and other adults involved in youth athletics about the nature, risk, and symptoms of concussion and head injury. The Board shall include information regarding the immediate removal of any youth athlete who shows signs consistent with a concussion from the activity or competition. The Board shall also include a provision regarding return to play.	6.413
Student Surveys, Analyses, and Evaluations	TCA 49-2-211; 20 USCA § 1232h(c)	Each Board of Education shall develop a policy setting forth the rights of parent(s)/guardian(s) and students and guidelines for teachers and principals with respect to the administration of surveys, analyses, or evaluations of students.	6.4001



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Subject	Statute/Regulation	Summary	TSBA Policy Number
Student Records	Data Accessibility, Transparency, and Accountability Act, TCA 49-1-701 <i>et seq.</i>	Each Board of Education shall adopt a policy that gives parent(s)/guardian(s) the right to inspect and review their children's education records maintained by the school and the right to request student data specific to their children's educational records. In addition, each Board shall provide parent(s)/guardian(s) with a copy of their children's educational records upon request. Each Board shall annually notify parent(s)/guardian(s) of their right to request student information. Each Board shall ensure security when providing student data to parent(s)/guardian(s) and ensure student data is provided only to authorized individuals. Lastly, each Board shall set the timeframe within which record requests shall be provided.	6.600 6.601 6.602





## Policies Required by Federal or State Laws and Regulations

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Student Wellness	TCA 49-6-1022; State Board of Education Policy 4.204; 7 CFR § 210.21 – 210.33; 42 USCA §§ 1751 – 1769j; 7 CFR §§ 220.1 – 220.22	Each Board of Education shall adopt a policy addressing student wellness that includes: (1) specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness; (2) standards and nutrition guidelines for all foods available on campus during the school day that meet minimum nutritional requirements and promote student health and reduce childhood obesity; (3) a description of the manner in which parent(s)/guardian(s), students, representatives of the school food authority, physical education teachers, school health professionals, the Board of Education, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the wellness policy; (4) identification of the position of the school district or school official(s) responsible for implementation and oversight of the local school wellness policy to ensure each school’s compliance with the policy; and (5) a description of the plan for measuring the implementation of the local school wellness policy and for reporting local school wellness policy content and implementation issues to the public.	6.411
Students from Military Families	TCA 49-6-3101	Each Board of Education shall adopt a policy that speaks to students from military families and establishes a reasonable period of time within which a student permitted to enroll will provide proof of residency to the school district.	6.506



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Substitute Teachers	TCA 49-2-203(a)(15)	Each Board of Education shall adopt a policy addressing the employment of substitute teachers that shall, at a minimum, address qualifications and training and shall ensure substitute teachers are subject to investigation per state law. The policy shall also prohibit hiring any substitute teacher whose records with the Department of Education indicate a license or certificate currently in revoked status.	5.701
Sudden Cardiac Arrest	TCA 68-6-101 <i>et seq.</i>	Each Board of Education shall adopt a policy that establishes the guidelines to inform and educate coaches, administrators, youth athletes, and their parent(s)/guardian(s) of the nature, risk, and symptoms of sudden cardiac arrest. The policy shall include information regarding the immediate removal of any youth athlete who shows signs consistent with sudden cardiac arrest as well as a provision regarding return to play.	6.414
Suicide Prevention	TCA 49-6-1902	Each Board of Education shall adopt a policy on student suicide prevention, and at a minimum, shall address procedures relating to suicide prevention, intervention, and postvention.	6.415
Testing Programs	TCA 49-1-617; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(11); TCA 49-6-6007	Each Board of Education shall develop a policy that details the required weighting for incorporating student scores on TNReady examinations and EOC examinations into student grades. Each Board shall develop an assessment policy that includes methodology information for TNReady exams as well as EOC exams. The assessment policy shall also include information related to state and board mandated tests that will be administered during the school year.	4.700

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Subject	Statute/Regulation	Summary	TSBA Policy Number
Textbooks and Instructional Materials	TCA 49-6-7003; 20 USCA § 1232h; 34 CFR § 98.3	Each Board of Education shall adopt a policy on the inspection of school textbooks and instructional materials by parent(s)/guardian(s) of students enrolled in the school district.	4.400
Threat Assessment Team	TCA 49-6-2701 <i>et seq.</i>	Each Board of Education shall adopt a policy regarding a threat assessment team if it wishes to establish this type of team within the school district.	3.204
Title IX of the Education Amendments of 1972	20 USCA §§ 1681 – 1688; 34 CFR § 106.8; 45 CFR § 86.8	Each Board of Education shall adopt a policy designating at least one (1) employee to coordinate its compliance efforts under Title IX and shall adopt grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging discrimination on the basis of sex.	5.501 6.304 6.3041
Title IX & Sexual Harassment	34 CFR § 106.1 <i>et seq.</i>	Each Board of Education shall adopt grievance procedures that provide for the prompt and equitable resolution of student and employee sexual harassment complaints.	6.3041
Transcript Alterations	TCA 49-50-1101	If a school district allows an employee to alter a student’s transcript, the Board of Education shall adopt a policy governing student transcript alterations and require any alterations be supported by documentation.	4.608



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Transportation Management	TCA 49-6-2116	Each Board of Education shall adopt a policy that addresses the transportation of students and includes the following: (1) provisions regarding the appointment of a transportation supervisor; (2) the procedures on submitting and investigating a complaint; (3) the requirement of buses being equipped with phone numbers to report complaints; (4) the process to provide annual notice to students and parent(s)/guardian(s); and (5) the collection and maintenance of certain records.	3.400
Use of Email	TCA 10-7-512	Each Board of Education that has an electronic mail (email) communications system shall adopt a policy on the monitoring of email and the circumstances under which it will be conducted. The policy shall also include a provision that emails of an employee may be a public record under the public records law and may be subject to public inspection.	1.805

**DISCLAIMER:** *TSBA provides legal information as a general service to TSBA members. TSBA provides this listing for informational purposes only. TSBA makes no representation that this listing contains every required policy that a school system must have to comply with federal and state laws and regulations. This listing should not be used as a substitute for legal advice. School systems are encouraged to seek legal advice from a school attorney in order to determine all required policies by federal and state laws or regulations.*

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