

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, September 17, 2018
MARYVILLE HIGH SCHOOL

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
- II. UPDATE FROM MARYVILLE HIGH SCHOOL – Greg Roach, Principal**
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of August 13, 2018, meeting and August 27, 2018, called meeting (Attachment)
 2. Approve Coulter Grove Intermediate School Student Leadership Team overnight trip to Washington, DC (Attachment A1)
 3. Approve Maryville Junior High School overnight orchestra trip to Atlanta, GA, for national performance competition (Attachment A2)
 4. Ratify Executive Committee approval of Maryville High School golf team overnight trip to Warren County High School (Attachment A3)
 5. Ratify Executive Committee approval Foothills Elementary School flexible seating stools/chairs from School and Office Supply – Funding source: FHE funds \$11,113.50 (Attachment A4)
 6. Approve Application and subsequent changes of Consolidated Application for IDEA/ESEA (Attachment A5) *Complete plan is available for review at Central Office*
- VI. AGENDA ITEMS**
1. **Consider Board Policy Manual Section 1 – School Board Operations – First Reading (Attachment B1)**
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**
- IX. COMMENTS FROM BOARD MEMBERS**
- X. ADJOURN**

Upcoming meeting date:

October 15, 2018 – 5:30 pm, Montgomery Ridge Intermediate School

November 5, 2017 – 5:30 pm, Foothills Elementary School

FIELD STUDY PERMISSION REQUEST

(Student Leadership Team)

**THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO THE DATE OF THE TRIP.*

School: Coulter Grove Intermediate Grade: 6-7 Today's Date: Aug 10, 2018

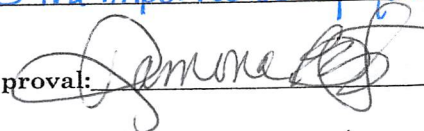
Teachers: Barbara Taylor, Carol Borstelmann, John Riddle, Jason Mysinger
(4 others)

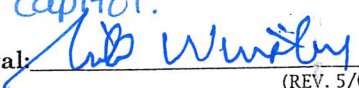
Trip Coordinator: Barbara Taylor Destination: Washington DC

Date of Trip: May 6-9, 2019 Time Leaving: May 6 6:30am Time Returning: May 9 7:00pm # of Participants: 10 Adults
Up To 71 Students

Transportation Method: Walking Cars Bus # of Buses 1 Bus Owner: Premier or Young

Justification for Trip: Student leadership trip to study and visit sites and events to reinforce the importance of quality leadership and communication in our nations capitol.

Principal's Approval: 

Director of School's Approval: 

PERMISSION REQUEST

Field Trip

School: Mayville Junior High SchoolGrade: 8th & 9th Grade OrchestraTeachers: Natalie BaylesDestination: Atlanta, GA Worldstrides Heritage Music FestivalDate: March 21st - 23rd, 2019Number To Be Transported: Minimum 40 students, Up to 93 studentsMethod of Transportation: Walk Cars Bus #Buses Bus Owner: Rock Top ToursJustification for Trip: National Performance CompetitionCoordinator: Natalie Bayles Date: 8/10/18Principal: Lisa R. McGinnis Date: 8/10/18Director of Schools: LB Winstanley Date: 8-13-18Approved Not approved

MJHS 2019 Atlanta Orchestra Trip
Company: Worldstrides Heritage Music Festival

Thursday, March 21st

8:00am Meet at MJHS
8:30am Depart for Atlanta, GA
12:00pm Lunch
1:30pm AIMS Orchestra Clinic
4:00pm Arrive at Hotel
5:00pm Depart for Hard Rock Café
8:00pm Atlanta Symphony Concert
11:00pm Room Check

Friday, March 22nd

8:30am Depart for Performance
11:30am Lunch/Shopping at Lenox Square Mall
2:30pm CNN Studio Tours
7:00pm Medieval Times Dinner
11:00pm Room Check

Saturday, March 23rd

8:00am Check out of Hotel
8:30am Depart for World of Coca-Cola
11:30am Lunch
1:00pm Centennial Park/Skyview
3:00pm Georgia Aquarium
6:00pm Dinner at Georgia Aquarium
7:00pm Awards Ceremony at Georgia Aquarium
8:00pm Depart for MJHS
11:30pm Arrive at MJHS

All Breakfasts and Dinners will be paid for. Students will need to bring money for three lunches.

Hotel: Marriott Perimeter Center, Atlanta, GA
Bus Company: Rocky Top Tours
Total Cost: \$480-515 (dependent on number of people attending)
First deposit is due by October 1st



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

August 14, 2018
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Golf Team overnight trip to Warren County High School to participate in golf invitational

APPROVED:

Director of Schools *Mike Winstead* Date 08/14/2018

Chairman, Board of Education *Bethany N Pope* Date 08/14/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

Request to Release Students for a School-Related Event

Teacher: MIKE DRIVER Course/Organization MHS Golf Teams
 Event: Warren County High School Golf Invitational
 Dates of Trip: (Include departure/return time)
 Departure Date 9/3/18 Departure Time 1:00 pm
 Return Date 9/4/18 Return Time 7:00 pm

Check all that apply:
 In-County Out-of-County Overnight* Out-of-State*
 *(Requires Board Approval)

Transportation: Walk Parents Provide Bus Number of buses

Cost to Each Student N/A Means of Funding Trip MHS Golf Account
 Educational Purpose: Both the boys and girls MHS golf teams will play in the Warren County High School Golf Invitational.

Teacher Signature: Mike Driver Date 8/5/18
 Request Approved: Request Not Approved
 Principal's Signature: [Signature] Date 8/8/18
 Superintendent Signature: [Signature] Date 8-9-18
 *School Board Approved: Executive Committee Date 8/14/18

IMPORTANT REQUIREMENT
 Please give classroom teachers a minimum of two weeks' notice of the event.
 To help administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Macheala Humphrey



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

August 20, 2018
Maryville City School Board
Executive Committee Meeting

Approve Foothills Elementary School flexible seating stools/chairs from School and Office Supply – Funding Source: FHE funds \$11,113.50

APPROVED:

Director of Schools *Mike Winstead* Date 08/20/2018

Chairman, Board of Education *Bethany N Pope* Date 08/20/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

Foothills Elementary								
Sarah Workman								
Email: sarah.workman@maryville-schools.org								
Phone # 681-0364								
P.O. To Be Made Out To...								
Smith Systems								
P.O. Box 860415								
1714 14th Street								
Plano, TX								
Contract: NCPA Contract								
Dealer of Record: School & Office Supply-Knoxville, TN.								
Flexible seating								
Foothills Elementary								
2018-19								
GRADE	TEACHER	ITEM #	ITEM DESCRIPTION	COLOR	QTY	LIST PRICE	Price	Ext. Price
1	WHITE	11853	SMITH SYSTEM 14" NOODLE CHAIR	CERULEAN	6	189.00	\$ 121.00	\$ 726.00
1	BEAMAN	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	RED	6	154.00	\$ 94.50	\$ 567.00
1	CONNELL	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	CERULEAN	6	154.00	\$ 94.50	\$ 567.00
1	HUDDLESTON	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	CERULEAN	6	154.00	\$ 94.50	\$ 567.00
1	PAYNE	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	CHARCOAL	8	154.00	\$ 94.50	\$ 756.00
1	PERRY	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	RED	6	154.00	\$ 94.50	\$ 567.00
1	REAGAN	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	CERULEAN	6	154.00	\$ 94.50	\$ 567.00
1	WHITE	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	RED	8	154.00	\$ 94.50	\$ 756.00
2	DUPUY	11889	SMITH SYSTEM FLAVORS FIXED HEIGHT STOOL 24"	FOREST GREEN	6	154.00	\$ 94.50	\$ 567.00
2	KING	11852	SMITH SYSTEM 16" NOODLE CHAIR	BLACK	6	189.00	\$ 121.00	\$ 726.00
2	KING	11848	SMITH SYSTEM FLAVORS STACK CHAIR 16"	BLACK	24	105.00	\$ 66.00	\$ 1,584.00
3	JACKSON	11852	SMITH SYSTEM 16" NOODLE CHAIR	CERULEAN	6	189.00	\$ 121.00	\$ 726.00
MUSIC	LAWSON	11852	SMITH SYSTEM 16" NOODLE CHAIR	PERSIAN BLUE	6	189.00	\$ 121.00	\$ 726.00
RTI	PHILLIPS	11852	SMITH SYSTEM 16" NOODLE CHAIR	PERSIAN BLUE	7	189.00	\$ 121.00	\$ 847.00
RTI	PHILLIPS	OODLE31	SMITH SYSTEM OODLE STOOL	PLATINUM	7	199.00	\$ 123.50	\$ 864.50
							Total:	\$ 11,113.50
School & Office Supply								
Rob Johnson								
Cell # 386-5803								
Email: rob.johnson@awos.com								

Sarah E. Workman 8-20-18
KnoxShed 9-20-18

FY19 Consolidated Application Approval for IDEA/ESEA
 School Year 2018-19

A5

LEA # <u>052</u>	LEA Name (Legal Name of Agency): Maryville City Schools		
LEA Legal Mailing Address			
Street Address	<u>833 Lawrence Ave</u>		
City	<u>Maryville</u>	State	<u>TN</u> Zip <u>37801</u>

Consolidated Project begins July 1, 2018 and ends June 30, 2019

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

September 17, 2018

Board Meeting Date


 Director of Schools (Signature)

Mike Winsted
 Director of Schools (Print Name)

9-4-18
 Date Signed

 Board of Education Official (Signature)

 Board of Education Official (Print Name)

 Date Signed

Maryville City Board of Education

Section 1 – School Board Operations

Descriptor Code	Policy Title	Issued Date
Legal Status and Authority		
1.100	School Board Legal Status and Authority	10/15/2018
1.101	Role of the Board of Education	10/15/2018
1.102	Board Members Legal Status	10/15/2018
1.104	Memberships	10/15/2018
1.106	Code of Ethics	10/15/2018
1.1061	Boardsmanship Code of Ethics	10/15/2018
1.108	Nepotism	10/15/2018
Board Members		
1.200	Method of Election of Officers	10/15/2018
1.201	Duties of Officers	10/15/2018
1.202	Duties of Board Members	10/15/2018
1.203	New Member Orientation	10/15/2018
1.204	Board Member Development Opportunities	10/15/2018
1.205	Board-Director Relations	10/15/2018
Committees/Consultants		
1.300	Board Committees	10/15/2018
1.301	Executive Committee	10/15/2018
1.302	School Attorney	10/15/2018
1.303	Consultants	10/15/2018
Meetings and Procedures		
1.400	School Board Meetings	10/15/2018
1.401	Public Hearings	10/15/2018
1.402	Notification of Meetings	10/15/2018
1.403	Agendas	10/15/2018
1.404	Appeals To and Appearances Before the Board	10/15/2018
1.405	Rules of Order	10/15/2018
1.406	Minutes	10/15/2018
1.407	School District Records	10/15/2018
Community Relations		
1.500	Board-Community Relations	10/15/2018
1.501	Visitors to the Schools	10/15/2018
1.502	Board-Media Relations	10/15/2018

Maryville City Board of Education

Descriptor Code	Policy Title	Issued Date
Policies and Procedures		
1.600	Policy Development and Adoption	10/15/2018
1.601	Administrative Procedures	10/15/2018
1.603	Administrative Reports	10/15/2018
School District Organization and Planning		
1.701	School District Planning	10/15/2018
General School Management		
1.800	School Calendar	10/15/2018
1.801	School Day	10/15/2018
1.8011	Emergency Closings	10/15/2018
1.802	Section 504 and ADA Grievance Procedures	10/15/2018
1.803	Tobacco-Free Schools	10/15/2018
1.804	Drug-Free Workplace	10/15/2018
1.805	Use of Electronic Mail (Email)	10/15/2018
1.806	Advertising and Distribution of Materials in Schools	10/15/2018
1.807	Use of School Name	10/15/2018
1.808	Registered Sex Offenders	10/15/2018
Charter Schools		
1.901	Charter School Applications	10/15/2018

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date:
		Rescinds: 1.1	Issued: 09/19/16

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
 2 interpreted by the courts. Boards are instruments of the state, and members of the board are state officers
 3 representing local citizens and the state in the management of the public schools.¹
- 4 The official name of the school system shall be Maryville City Schools.
- 5 The governing body shall be the Board of Education, serving residents within the boundaries of the City
 6 of Maryville and non-residents under conditions specified by city ordinance, state law, and the board.²
- 7 All powers of the board lie in its action as a group; therefore, individual board members exercise their
 8 authority over school system affairs only as they vote to take action at an official meeting of the board.
- 9 In other instances, an individual board member, including the chair, shall have power only when
 10 specified by state law or when the board, by vote, has delegated authority to him/her.

Legal References

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

Cross References

School Board Meetings 1.400

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

- 1 The board will oversee the operation of the school system in compliance with state and federal laws.¹
- 2 The board will function only when in session. The board's required functions are as follows:
- 3 1. **Policy Oversight:**² The board shall develop a policy manual and employ a director of schools
4 who shall carry out its policies through the development and implementation of administrative
5 procedures. The board shall regularly evaluate the effectiveness of its policies and their
6 implementation.
 - 7
 - 8 2. **Educational Planning:**³ The board is responsible for establishing educational goals, which will
9 guide both the board and the staff in working together toward the continuing improvement of
10 the educational program.
 - 11
 - 12 3. **Fiscal Planning:**⁴ The board shall adopt a budget to provide the necessary funding in terms of
13 buildings, staff, materials, and equipment to enable the school system to carry out its functions.
 - 14
 - 15 4. **Promotion:** The board shall keep the local community informed about the school system, its
16 accomplishments, and its actions and build public support for the schools by involving the
17 public in the planning process.
 - 18
- 19 The board shall strive to provide the best educational opportunities possible for all students.
- 20
- 21 The board shall exercise its power through the enactment of policies for the organization and
22 operation of the school system. The board shall delegate the administration of the schools to the
23 director of schools.

Legal References

1. TCA 49-2-203
2. TCA 49-2-207
3. TCA 49-1-302(a)(1)-(3); TRR/MS 0520-02-01-.01
4. TCA 49-2-203(a)(10)(A)(i); TCA 49-1-302(a)(4)

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- Annual Operating Budget 2.200

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date:
		Rescinds: 1.2	Issued: 09/19/16

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

2 **NUMBER OF MEMBERS¹**

3 The Board is composed of five (5) members.

4 **QUALIFICATIONS**

5 Qualifications for board members shall be in accordance with state statute and the Maryville City
6 Charter.

7 **TERMS OF OFFICE**

8 Members of the Board shall serve staggered four (4) year terms¹ and until their respective successors
9 are elected and qualified. The term of each member shall begin on the date of the first regular meeting
10 of the Board following the certification of the results of the election at which said member was elected.

11 **RESIGNATIONS**

12 A thirty (30) day notice is requested of any board member who wishes to resign from his/her position.
13 Such resignation shall be presented in writing to the Board Chair.

14 **VACANCIES**

15 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process
16 proceedings.²

17 When a vacancy occurs, the unexpired term shall be filled by the Maryville City Council as described
18 in the Maryville City Charter. Such appointment shall continue until the next regular city election.

Legal References

1. TCA 49-2-201
2. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Memberships	Descriptor Code: 1.104	Issued Date:
		Rescinds: 2.7	Issued: 09/18/17

- 1 The Board shall maintain membership in the Tennessee School Boards Association (TSBA),¹ and
- 2 through its membership in TSBA, shall be an affiliate member of the Southern Region School Boards
- 3 Association and the National School Boards Association (NSBA).

- 4 Dues for membership in TSBA shall be included in each annual budget in accordance with state
- 5 statute.

- 6 The Board may also maintain institutional membership in other educational organizations which the
- 7 Board finds to be of benefit to members and school system personnel.

Legal References

1. TCA 49-2-2001

Cross References

Board Member Development Opportunities 1.204

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds: 2.8	Issued: 09/18/17

CODE OF ETHICS¹

MARYVILLE CITY SCHOOL DISTRICT

Section 1. Definitions.

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

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

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

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

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

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

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

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

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

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

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

25 The Committee may:

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

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

**_____ SCHOOL DISTRICT CODE OF ETHICS
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

1. Date of disclosure: _____

2. Name of official or employee: _____

3. Office and position: _____

4. Description of personal interest (describe below in detail):

Signature of official or employee

Witness Signature

Legal References

1. TCA 8-17-103

Cross References

Duties of Board Members 1.202

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Boardsmanship Code of Ethics	Descriptor Code: 1.1061	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

4 Section 1. I will at all times think in terms of “children first,” always determining
5 how my actions and decisions will affect the education and training of
6 children.

7 Section 2. I will seek to provide equal educational opportunities for all children
8 regardless of ability, race, color, sex, creed, or location of residence.

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

10 Section 1. I will endeavor to appraise fairly both the present and future educational
11 needs of the community and to support improvements as finances permit.

12 Section 2. I will represent at all times the entire school community and refuse to
13 represent special interests or partisan politics.

14 Section 3. I will endeavor to keep the community informed about the progress and
15 needs of the schools.

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

17 Section 1. I will support the employment of those best qualified to serve as
18 employees and insist on a regular and impartial evaluation of all staff.

19 Section 2. I will support and protect personnel in performance of their duties.

20 Section 3. I will not criticize employees publicly but will make such criticism to the
21 director of schools for investigation and action if necessary.

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

23 Section 1. I will recognize that authority rests only with the board in official
24 meetings, and that the individual member has no legal status outside of
25 such meetings.

1 Section 2. I will refuse to make promises as to how I will vote on a matter
2 that will come before the board.

3 Section 3. I will make decisions only after a complete discussion of items at
4 a board meeting.

5 Section 4. I will respect the opinion of other members and will accept the
6 principle of “majority rule.”

7 **ARTICLE V. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

8 Section 1. I will support the full administrative authority as well as
9 responsibility for the director of schools to properly discharge all
10 professional duties.

11 Section 2. I will hold the director of schools accountable for working with
12 staff and requiring them to work within the framework of policies
13 set up by the board.

14 Section 3. I will refer all complaints and concerns to the director of schools.

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

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

21 Section 2. I will avoid conflicts of interest, and I will refrain from using my
22 position on the board for personal or partisan gain.

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Nepotism	Descriptor Code: 1.108	Issued Date:
		Rescinds: 8.5	Issued: 03/19/18

- 1 It is the preference of the Board that no family member of the Board be employed in Maryville City
2 Schools.¹ The Board is sensitive to the potential perception that a conflict of interest could occur by
3 hiring family members. However, the Board also recognizes the need to hire the best candidate for each
4 position. Therefore, the Director of Schools may recommend a family member of the Board for
5 employment, as an exception, providing the circumstances exist, which makes it in the best interest of
6 the educational program. In addition, the Board must approve the Director's recommendation.
- 7 No family member of the Director of Schools shall be employed in Maryville City Schools.¹
- 8 Whenever a person is considered by the Director of Schools for initial employment in the system and
9 that person is related to an administrator in the system or any appointed or elected Maryville City official,
10 the relationship shall be made known to the Board prior to the employment of such person.
- 11 For purposes of this policy, the terms "related to" and "relative" include the following relationships:
12 spouse, parent, parent-in-law, child, stepchild, son-in-law, daughter-in-law, grandparent, grandchild,
13 brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.²
- 14 This shall not apply to any person within such relationship or relationships who has been regularly
15 employed by the Board prior to the inception of the relationship or a Board member's election. However,
16 if such a relationship is created after the employee begins working for Maryville City Schools, the
17 employee(s) must immediately disclose the existence of the relationship to the Director of Schools so
18 remedial action may be taken. This policy also does not apply to substitute teachers, temporary
19 employees, and part-time non-certified employees.
- 20 If a member of the Board has a relative who is an employee in the system, prior to voting on any matter
21 of business that may have an effect upon the employment of the relative, the member shall declare such
22 relationship. In making such a declaration, the member shall certify that his/her vote on the pending
23 matter will be in the best interest of the school system.
- 24 No person shall supervise or be supervised by an employee if he/she is related to the employee.

Legal References

1. OP Tenn. Atty. Gen. 95-080 (August 4, 1995)
2. TCA 49-2-202(a)(3)(ii)

Cross References

- Supervision 5.108
Assignment/Transfer 5.115

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date:
		Rescinds:	Issued:

- 1 At the first regular meeting in December of each year, the Board shall organize by electing a chair and
- 2 vice chair to serve one-year terms. In the event that an officer's seat on the Board is vacated, the Board
- 3 shall elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible
- 4 for re-election.

- 5 If the office of chair is vacated prior to the expiration of the annual term, the vice chair shall assume all
- 6 responsibilities of the chair until a new chair is elected.

- 7 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
- 8 the meeting to order and preside until a chair is elected as the first order of business.

Legal References

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

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

1 **CHAIR**

2 The chair of the Board shall have the following duties:

- 3 1. To assist the Director of Schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;¹
- 5 3. To appoint committees authorized by the Board;¹
- 6 4. To serve as chair of the executive committee;¹
- 7 5. To countersign all warrants authorized by the Board and issued by the Director of Schools for
- 8 all expenditures of the school system;^{1,2}
- 9 6. To conduct Board hearings;³
- 10 7. To prepare the school budget with the Director of Schools;⁴
- 11 8. To certify the value of surplus property valued less than \$250;⁵
- 12 9. To coordinate the evaluation of the Director of Schools; and
- 13 10. To carry out other such duties as may be assigned by the Board.

14 **VICE CHAIR**

15 The vice chair shall assume the duties of the chair in his/her absence or function as the chair until a

16 new chair can be elected in the event the chair is incapacitated or the office becomes vacant.

17 **SECRETARY**

18 The Director of Schools, as the executive officer of the Board, shall serve as secretary to the Board.

19 He/she shall keep and preserve all of its records, receive all reports acquired by the Board, and see that

20 such reports are in proper form.⁶ He/she has the right to advise on any question under consideration but

21 has no vote.

22 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with

23 the Director of Schools.⁶

24 **CHAIR PRO TEM**

25 A chair pro tem shall be elected to preside during a meeting when neither the chair nor the vice chair is

26 present.

1 CLERK

2 The Board shall appoint a clerk upon the recommendation of the Director of Schools. The clerk shall
3 gather, collect, and distribute to the Board the current information required for specific policy making
4 and governance decisions and shall keep the Director of Schools and the Board informed of recent
5 developments. The clerk shall record and transcribe minutes of the board proceedings as assigned by
6 the secretary. Any report made to the Board by the clerk shall be presented to the Board as a whole at a
7 legally convened meeting.

Legal References

1. TCA 49-2-205
2. TCA 49-2-113
3. TCA 49-5-512(c)
4. TCA 49-2-203(a)(10)(A)(i)
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

Role of the Board of Education 1.101
Duties of Board Members 1.202
Board Committees 1.300
Executive Committee 1.301
Agendas 1.403
Minutes 1.406
Annual Operating Budget 2.200
Surplus Property Sales 2.403
Separation Practices for Tenured Teachers 5.200

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Duties of Board Members	Descriptor Code: 1.202	Issued Date:
		Rescinds: 2.1	Issued: 09/18/17

- 1 The duties of an individual board member shall be as follows:
- 2 1. To become familiar with education laws, rules and regulations of the State Board of Education
- 3 and the State Department of Education, and school board policies;
- 4 2. To participate in State-mandated board training;¹
- 5 3. To have a general knowledge of the educational aims and objectives of the system;
- 6 4. To work harmoniously with other board members without trying to dominate the Board or
- 7 neglect his/her share of the work;
- 8 5. To vote and act impartially for the good of the school system;
- 9 6. To accept the will of the majority vote in all cases and give support to the resulting action;
- 10 7. To represent the Board and the school system to the public in such a way as to promote both
- 11 interest and support; and
- 12 8. To refer complaints to the Director of Schools and to abstain from individual counsel and
- 13 action in regard to staff members.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11

Cross References

- Role of the Board of Education 1.101
Code of Ethics 1.106

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

- 1 The Board considers board member development to be an ongoing process for all board members and
2 a vital responsibility for effective board membership.
- 3 It shall be the responsibility of the Director of Schools to provide to each new board member:
- 4 1. A copy of the Board's *Policy Manual*;
- 5 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities
6 of the board and the director of schools;
- 7 3. Access to the minutes of the board meetings for the previous year; and
- 8 4. Other appropriate materials which will acquaint the new member with the operation of the
9 school system and board service.
- 10 An orientation for new board members shall be conducted by the Director of Schools no later than
11 thirty (30) days after new board members take office.

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

1 Board members shall participate in activities designed to improve their skills as members of a policy-
2 making body. In order to accomplish this, the following shall occur:

- 3 1. An annual calendar of school board conferences, conventions, and workshops shall be
4 maintained by the board secretary and provided to each board member in order to ensure
5 compliance with the requirements for professional development.¹ The Board shall identify
6 which meetings should be attended and the benefits thereof. Unless otherwise approved, a
7 maximum of three members may attend the National Schools Board meeting each year at
8 budget expense. Members attending the National convention shall be rotated annually to
9 provide each member an opportunity to attend on alternate years. If a member cannot attend on
10 schedule, another member may attend with Board approval.
- 11 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a
12 whole shall retain the authority to approve or disapprove the participation of members in
13 planned activities; and
- 14 3. Reimbursement to board members for their travel expenses shall only be made for pre-
15 approved travel;²

16 The Board regards the following as activities and services appropriate for development opportunities:

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

Legal References

1. TCA 49-2-202(a)(6)
2. TCA 49-2-2001(c)

Cross References

Board Evaluation 1.103
Memberships 1.104
School Board Legislative Involvement 1.105
School District Goals 1.700
School Calendar 1.800
Expenses and Reimbursements 2.804

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

- 1 The Board shall be responsible for specifying its requirements and expectations of the Director of
 2 Schools and then holding the Director of Schools accountable by evaluating how well those
 3 requirements and expectations have been met. In turn, the Director of Schools shall be responsible for
 4 specifying requirements and expectations for all administrators who report to him/her and then holding
 5 each accountable by evaluating how well requirements and expectations have been met.
- 6 The Board shall approve an annual budget with major categories and line items as well as develop a
 7 policy manual for the operations of schools. The Director of Schools shall develop forms and
 8 procedures to comply with the approved budget and implement board policies.

Cross References

Role of the Board of Education 1.101
 Administrative Procedures 1.601
 Evaluation of the Director of Schools 5.803

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

1 The Board shall operate without standing committees except for the executive committee; however,
 2 special committees composed of board members may be appointed by the chair at the direction of the
 3 Board and as the needs of the Board shall require.¹ Special committees shall adhere to the following:

- 4 1. A special committee shall consist of less than a quorum of board members;
- 5 2. The committee will serve in an advisory capacity only;
- 6 3. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 7 4. A committee shall serve no longer than the annual organization meeting of the Board unless
 8 reappointed to finish a designated task;
- 9 5. Committee meetings shall be held in accordance with the Open Meetings law;² and
- 10 6. All reports by special committees shall be made directly to the Board.

12 Such committees shall be discharged when the work is finished or earlier by a majority vote of the
 13 entire Board.

Legal References

1. TCA 49-2-205(2)
2. TCA 8-44-102

Cross References

Duties of Officers 1.201
 School Board Meetings 1.400
 Public Hearings 1.401

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

1 The chair of the Board and the Director of Schools shall constitute the executive committee of the Board,¹
2 with the chair of the Board serving as the chair of the executive committee.² The duties shall be:¹

- 3 1. To prepare an agenda for each meeting of the Board;
- 4 2. To meet at the office of the Director of Schools as often as necessary to perform the duties
5 required;
- 6 3. To examine all accounts authorized by the Board and ensure that the approved budget is not
7 exceeded; and
- 8 4. To transact any other business assigned to the committee by the Board.¹

Legal References

1. TCA 49-2-206
2. TCA 49-2-205(3)

Cross References

Duties of Officers 1.201
 Agendas 1.403
 Annual Operating Budget 2.200
 Purchasing 2.805
 Credit Cards/Credit Lines 2.8051
 Bids and Quotations 2.806
 Qualifications/Duties of the Director of Schools 5.802

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School Attorney	Descriptor Code: 1.302	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

- 1 In accordance with the City Charter, the Board of Education may seek legal counsel with the attorney
- 2 authorized by the City of Maryville in matters, which arise concerning the school system.¹

Legal References

1. TCA 49-2-203(b)(5)

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date:
		Rescinds: 2.2	Issued: 09/18/17

1 In order to pursue its educational mission and also to protect the public's financial investment in the
2 schools, the Board will from time to time engage the services of qualified professional consultants to
3 provide new insights and ideas for dealing with especially difficult problems and/or to provide special
4 services which the present staff is unable to provide.

5 Before engaging any consultant, the Board shall require submission of a written proposal, which can
6 be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will
7 detail:

- 8 1. The specific objectives to be accomplished by the consultant;
- 9 2. The specific tasks to be performed;
- 10 3. The procedures to be used in carrying out the tasks;
- 11 4. The target dates for the completion of tasks; and
- 12 5. The method to be used to report results to the Board and/or to deliver any product to the Board.

13 The Director of Schools shall establish procedures necessary to develop an efficient working
14 relationship between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Estimating Facility Costs 3.209

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

1 The Board will transact all business at official meetings that may be either regular or special.
 2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
 3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
 4 citizens.²

5 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic
 6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
 7 of efficient and orderly public meetings.³

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held at a date, time, and place agreeable to the members.
 10 Meetings locations will vary as they rotate to each individual school.

11 **SPECIAL MEETINGS**

12 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
 13 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
 14 require it or when requested to do so by a majority of the Board.⁴

15 Only business related to the call of the meeting and details related to agenda items shall be discussed or
 16 transacted by the Board at a special meeting.

17 **ELECTRONIC ATTENDANCE⁵**

18 Absent board members may attend a regular or special meeting by electronic means if the member is
 19 absent because of work, a family emergency, or the member's military service. If a board member is
 20 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
 21 However, a board member may not participate electronically more than two (2) times per year for
 22 absences due to work and/or family emergencies.

23 *General Requirements*

24 The following requirements apply to all electronic attendance, regardless of the reason for the
 25 member's absence:

- 26 1. A quorum of the Board must be physically present at the meeting in order for any member to
 27 attend electronically.

- 1 2. Any member wishing to participate electronically must do so using technology that allows the
2 chair to visually identify the member.
- 3 3. The responsibility for the connection lies with the member wishing to participate electronically.
4 No more than three (3) attempts to connect shall be made unless the Board chooses to make
5 additional attempts.

6 *Work-Related Absence*

7 The following requirements apply to electronic attendance due to a work-related absence:

- 8 1. The Board member must be absent from the county due to work.
- 9 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
10 days' notice prior to the meeting of the member's desire to participate electronically.

11 *Family Emergency*

12 The following requirement applies to electronic attendance due to a family emergency:

- 13 1. The member must be absent due to the hospitalization of the member or the death or
14 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
15 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
16 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Section 504 and ADA Grievance Procedures 1.802

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Public Hearings	Descriptor Code: 1.401	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee shall be
3 entitled to a hearing upon written request;¹
- 4 2. When a student has been suspended and the resolution has not been satisfactory;²
- 5 3. When a parent/guardian contests the school assignment of his/her child;³ and/or
- 6 4. When the Board deems it to be in the public interest.

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

Legal References

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

Cross References

Board Committees 1.300
 Appeals To and Appearances Before the Board 1.404
 Separation Practices for Tenured Teachers 5.200
 Separation Practices for Non-Tenured Teachers 5.201

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date:
		Rescinds:	Issued:

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted on the school system's website and
3 sent to the president of the local education association.²

4 In the event of a special board meeting, notice shall be provided at least seventy-two (72) hours prior
5 to the meeting and shall be posted in the same locations and in the same manner as regular board
6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.

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

Legal References

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

Cross References

School Board Meetings 1.400

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

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

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to board members at least three (3) days prior to the
6 scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution
7 when it is distributed to the board members. At the beginning of each meeting, the Board shall, by a
8 majority vote, approve the agenda for the meeting, which may involve the addition or deletion of items
9 previously included on the agenda. The Board, however, shall not revise Board policies or adopt new
10 ones unless such action has been scheduled.

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

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

16 **CONSENT AGENDA**

17 While developing the agenda, the chair and Director of Schools shall identify routine or
18 noncontroversial items to be placed on the consent agenda, which shall become a part of the regular
19 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to
20 the regular agenda as an action item requiring discussion. The remaining consent items shall be
21 adopted in a single vote without discussion.

Cross References

Duties of Officers 1.201
Executive Committee 1.301

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the board shall not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the board,
6 the matter shall be referred in writing to the office of the director of schools, and the board shall
7 determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 If an individual wishes to address the board on an item on the agenda, he/she may sign up on the form
10 provided before the beginning of the board meeting to request time to speak. Delegations must select
11 only one individual to speak on their behalf unless otherwise determined by the board.

12 The chair may recognize individuals not on the agenda for remarks to the board if it is determined that
13 such is in the public interest. A majority vote of members present can overrule the decision of the chair.

14 Individuals speaking to the board shall address remarks to the chair and may direct questions to
15 individual board members or staff members only upon approval of the chair. Each person speaking shall
16 state his name, address, and subject of presentation. Remarks will be limited to two minutes unless time
17 is extended by the board. The chair shall have the authority to terminate the remarks of any individual
18 who is disruptive or does not adhere to board rules.¹

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

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns, Complaints, and Grievances 6.305

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

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

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on
6 the basis of a majority of the membership of the Board.¹

7 Roll call votes will be used at the discretion of the chair or upon the request of any board member.
8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
9 individual vote may be recorded in the minutes. No secret votes shall be used.²

10 **CHAIR'S PARTICIPATION**

11 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
12 any other member without relinquishing the chair.³

13 **SUSPENSION OF RULES**

14 Rules of order may be suspended by a majority vote of the membership at any regular or special
15 meeting.

16 **CHALLENGES**

17 Procedural challenges to the rules of order must be made in a timely manner and not later than the next
18 successive meeting.

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

1 The Director of Schools/designee shall keep, or cause to be kept, complete and accurate minutes of all
 2 meetings of the Board.¹ A draft of the minutes of the previous meeting shall be sent to all board
 3 members with the agenda for the upcoming meeting. Following their approval by the Board, the
 4 minutes shall be signed by the chair and Director of Schools. The minutes shall become permanent
 5 records of the Board and shall be made available to interested citizens and the news media upon
 6 request.^{2,3} A copy shall be made available to all board members and the president of the local
 7 education association no more than thirty (30) days after approval by the Board.⁴

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
 10 absent, and the approval of the minutes of the preceding meeting;²
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
 12 the names of the members making and seconding the motions and a record of the members
 13 voting “aye” and “nay” in the event of a roll call vote;²
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed and whether or not any motions were made regarding
 16 those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11)

Cross References

Duties of Officers 1.201

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date:
		Rescinds: 2.5	Issued: 09/18/17

1 The Director of Schools shall maintain all school district records required by law, regulation, and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.⁵

9 All requests to inspect or receive copies of records shall be submitted to the Director of Schools, the
10 district's public records request coordinator and records custodian.⁶

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
12 Original documents remain intact, and confidential information in copies produced for a requestor shall
13 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

14 **REQUESTS FOR INSPECTION²**

15 Citizens requesting to inspect public records shall submit their request and a government issued photo
16 identification card with the citizen's address to the district's public records request coordinator during
17 normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The
18 coordinator shall submit the information to the appropriate records custodian. The records custodian
19 will contact the citizen and indicate when the records will be available to inspect.

20 If the records cannot be made available within seven (7) business days, the records custodian shall
21 provide a records production letter indicating the time needed to complete the request.

22 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
23 denial letter indicating the basis for the denial.

24 **REQUESTS FOR COPIES²**

25 Citizens requesting copies of public records shall complete and submit the Records Request Form and
26 a government issued photo identification card with the citizen's address to the district's public records
27 request coordinator during normal business hours. The coordinator shall submit the Records Request
28 Form to the appropriate records custodian.

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested
30 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

1 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
2 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
3 the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district
4 producing the copies.

5 If the records cannot be made available within seven (7) business days, the records custodian shall
6 provide a records production letter indicating the time needed to complete the request.

7 If the request for copies is denied, the records custodian shall provide the citizen with a records request
8 denial letter detailing the basis for the denial.

9 **FREQUENT AND MULTIPLE REQUESTS**

10 When the total number of requests for copies made by a requestor within a calendar month exceeds
11 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
12 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
13 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
14 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
15 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
16 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
17 recorded.

18 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

19 *Requests to Inspect a Public Record*

20 The district shall deny a request to inspect a public record from any citizen that has:

- 21 a. Made two (2) or more requests to view a public record within a six-month period; and
- 22
- 23 b. For each request failed to view the record within fifteen (15) business days of receiving
- 24 notification that the record was available.

25 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
26 request. The district's public records request coordinator may waive this denial if he/she determines
27 that failure to view the record was for good cause.

28 *Requests for Copies of Public Records*

29 The district shall deny a request for copies of a public record from any citizen that has:

- 30 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 31 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 32 c. Fails to pay the actual cost after the records have been produced.

33 Additional requests from this citizen shall be denied until the original cost is paid.

1 RECORDS RETENTION

2 The Director of Schools and/or designee(s) shall retain and dispose of school district records in
3 accordance with the following guidelines:^{2,4}

- 4 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
5 or temporary value in accordance with regulations promulgated by County Public Records
6 Commission and the Tennessee Institute for Public Services records manual;^{8,9}
- 7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{10,11}
- 9 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
10 transferred to the State Library and Archives. The temporary value records rejected by the State
11 Library and Archives may be transferred to another institution or destroyed;^{10,11,12}
- 12 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
13 Director of Schools desires to destroy the original permanent record, these records must be
14 reproduced by microfilming or some other permanent reproduction method. Permission to
15 destroy any original permanent record after microfilming follows the same procedure noted
16 above for temporary records;^{9,11} and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal, or loss of records.¹³

19 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

20 Mike Winstead
21 Director of Schools
22 865-982-7121

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 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
7. TCA 10-7-503(a)(7)(A)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(4)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board-Community Relations	Descriptor Code: 1.500	Issued Date:
		Rescinds:	Issued:

1 In order to promote school-community interaction relating to the policy and operation of schools, the
2 board shall:

- 3 1. Strive to keep citizens regularly informed about all of the policies, practices, and planning of
4 the school system;
- 5 2. Direct all school employees, including teachers, administrators, and support service personnel,
6 to participate in good school-community interactions; and
- 7 3. Recognize the right of the news media to inquire, research, and report to the public information
8 about local schools.

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

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

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
Political Activites 5.606

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds: 11.5	Issued: 07/11/16

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

6 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
7 the grounds or into the school buildings during the hours of student instruction except students assigned
8 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
9 on the school premises.¹

10 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
11 Individuals who come onto school property or who contact employees on school or district business are
12 expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

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

18 The principal/designee has the authority to exclude from the school premises any persons disrupting
19 the educational programs in the classroom or in the school, disturbing the teachers or students on the
20 premises, or on the premises for the purpose of committing an illegal act.¹

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

Legal References

1. TCA 49-6-2008; TCA 39-14-406

Cross References

- Board-Community Relations 1.500
- Vendor Relations 2.809
- Safety 3.201
- Security 3.205
- School Volunteers 4.501
- Care of School Property 6.311

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Board-Media Relations	Descriptor Code: 1.502	Issued Date:
		Rescinds: 2.3	Issued: 09/18/17

1 **BOARD MEETING NEWS COVERAGE**

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

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

5 The Chair of the Board and/or the Director of Schools shall be available after each meeting to answer
6 questions and to clarify points of discussion and action.

7 **NEWS RELEASES AND NEWS CONFERENCES**

8 The release of official news from the school district shall be coordinated as follows:

- 9 1. The Chair shall be the official spokesman for the Board;
- 10 2. News releases which are of a system wide nature or pertain to established system policy are the
11 responsibility of the Director of Schools/designee; and
- 12 3. News releases which are of concern to only one school or to an organization of one school are
13 the responsibility of the principal of that particular school.

14 **INTERVIEWS**

15 When individual board members or the Director of Schools express their views on any issue which is
16 in opposition to a view expressed in board policy, they have the duty to make clear that the view
17 expressed is not the official view of the Board or school system.
18

Cross References

Board-Community Relations 1.500
Crisis Management 3.203
Political Activities 5.606
Student Suicide Prevention 6.415
Media Access to Students 6.604

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date:
		Rescinds: 2.4	Issued: 09/18/17

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board’s
2 approval of the proposal or return for study and/or further revision shall constitute the first reading.

3 The proposed policy or policy amendment shall be considered at the next board meeting with the final
4 vote following the second reading. Adoption shall require an affirmative vote by a majority of the
5 members of the Board.

6 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed
7 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a
8 specific effective date is provided and shall supersede any previous board action on the subject.

9 **POLICY MAINTENANCE**

10 The Director of Schools shall be responsible for drafting policy proposals and maintaining the Board
11 policy manual. At least biannually, the Board shall review its policy manual for the purpose of passing,
12 revising, or deleting policies mandated by changing conditions.¹ To ensure that the policy manual
13 remains current, the Board may contract annually for TSBA’s policy maintenance service.

14 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
15 of the community.¹

16 **PROCEDURE FOR EXPEDITED ACTION**

17 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
18 Board may waive the second reading and take immediate action to adopt new or revised policies. The
19 Board may also vote to waive the second reading if a proposed amendment to a policy is considered
20 housekeeping or clerical in nature.

21 **SUSPENSION OF POLICIES**

22 Any Board policy or part thereof may be suspended by an affirmative vote by a majority of the
23 members of the Board.

Legal References

- 1. TCA 49-2-207

Cross References

- Role of the Board of Education 1.101
- Agendas 1.403

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools is responsible for implementing board policies and for interpreting them to
2 staff, students, and the public.¹

3 The Director of Schools, in consultation with principals, staff members, and other persons and groups
4 as appropriate to the topic, will develop administrative procedures as necessary to implement board
5 policies or for the items deemed necessary for the efficient operation of the schools.²

6 Within the policies and procedures of the board and the Director of Schools, principals are authorized
7 to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The Director of Schools is directed to establish a plan for preserving the administrative procedures and
10 making them accessible to all employees.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Role of the Board of Education 1.101
Board-Director Relations 1.205
Qualifications/Duties of the Director of Schools 5.802

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date:
		Rescinds: 2.6	Issued: 09/18/17

- 1 The Director of Schools shall make annual reports concerning conditions of efficiency and needs of the
- 2 school system.

- 3 Board members shall be made aware of all reports prepared by the Director of Schools' office for
- 4 transmittal to the local legislative body, the State Department of Education, or any state or federal
- 5 agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date:
		Rescinds: 9.2	Issued: 02/13/18

1 *General*

2 The Board shall develop and implement a written five-year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹

5 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this
6 policy.

7 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

8 The Board shall develop annual plans with specific goals for improving student performance and that
9 operationalize the district’s five-year strategic plan.

10 **SCHOOL IMPROVMENT PLAN¹**

11 The principal of each school shall work with the Director of Schools to develop and implement a
12 school improvement plan that is student focused and in support of the board improvement plan. The
13 plan shall be updated annually and address the long-range strategic plan of the school system.¹

Legal References

- 1. TRR/MS 0520-01-03-.03(14); State Board of Education Rule 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101
- Qualifications and Duties of the Director of Schools 5.802

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds: 9.16	Issued: 02/13/18

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • 175-180 student attendance days;
- 8 • 5-10 in-service education days for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel; and
- 11 • Four (4) administrative days.

12 STUDENT ATTENDANCE DAYS

13 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
14 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
15 by the State Department of Education.¹

16 IN-SERVICE EDUCATION

17 Each day of in-service education included in the school calendar shall be equivalent to not less than six
18 (6) hours of planned activities.²

19 ADMINISTRATIVE DAYS

20 Four (4) administrative days shall be included in the calendar which may be used by administrators,
21 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,
22 and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds: 9.16	Issued: 02/13/18

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

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- 10 • Ten (10) days paid vacation for all certified personnel; and
- 11 • Four (4) administrative days.

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Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date:
		Rescinds: 9.16	Issued: 02/13/18

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least seven and one-half (7 1/2) hours and such additional time as the
- 3 administrative organization requires.²

Legal References

1. TRR/MS 0520-01-03-.02(1)(a)
2. TRR/MS 0520-01-03-.03(1)

Cross References

- Staff Time Schedules 5.602
Staff Meetings 5.603

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date:
		Rescinds: 9.16	Issued: 02/13/18

- 1 The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any
- 2 other emergency which presents a threat to the safety of students, staff members, or school property.¹
- 3 As soon as the decision to close schools is made, the Director of Schools will notify the public media
- 4 and request that an announcement be made.
- 5 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools
- 6 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities
- 7 in which students are involved shall be postponed or cancelled.

Legal References

1. TCA 49-6-3004(e)(1)

Cross References

Emergency Preparedness Plan 3.202

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date:
		Rescinds: 3.6	Issued: 09/19/16

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

3 **DEFINITION**

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

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

12 **COORDINATOR**³

13 The Board shall designate at least one (1) employee to coordinate its efforts to comply with and carry
14 out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including
15 any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address, and telephone number of the ADA/Section
19 504 coordinator.

20 **COMPLAINT PROCEDURE**⁵

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

1 **DUE PROCESS HEARING PROCEDURES**

2 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
3 parent wishes to contest any action of the school system with regard to a child's identification,
4 evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the
5 parent/guardian has the right to personally participate and to be represented at the hearing by an
6 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
7 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
8 who has or is believed to have a disability.

9 *Request for Hearing*

10 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
11 evaluation, or placement of a student who has or is believed to have a disability, as defined by Section
12 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The
13 request shall be submitted on or reduced to writing on a form provided through the Central Office.

14 *Impartial Hearing Officer*

15 The Director of Schools/designee shall appoint an impartial hearing officer to preside over the hearing
16 and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a
17 request for a due process hearing. The hearing officer will be hired as an independent contractor at no
18 expense to the parent. The hearing officer that is appointed shall not be a current employee of the
19 school system and shall not be related to any member of the Board of Education. The hearing officer
20 need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing
21 procedures under Section 504. The choice of an impartial hearing officer is final and may not be
22 presented as an issue at the due process hearing since such an issue would not relate to the
23 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
24 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
25 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
26 Rights.

27 Office for Civil Rights
28 U.S. Department of Education
29 61 Forsyth St. S.W., Suite 19T10
30 Atlanta, GA 30303-8927
31 Telephone: 404-974-9406
32 TDD: 877-521-2172
33 Email: OCR.Atlanta@ed.gov

34 *Scheduling of Hearing*

35 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
36 appointment and provide this information in writing to the parent/guardian and the Section 504
37 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion, may grant a continuance of
3 the hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must
6 inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least
7 seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the
8 coordinator's request. The school system will not have legal representation at the hearing unless the
9 parent provides notice that he/she will have legal representation.

10 *Pre-Hearing Conference*

11 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
12 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing
13 Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the
14 parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via
15 telephone or in person depending on the hearing officer's decision based on the convenience to both
16 parties.

17 *Dismissals*

18 If, after the Pre-Hearing Conference, the hearing officer finds that the parent/guardian, as a matter of
19 law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a
20 Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining
21 the basis for such finding.

22 *Hearing*

23 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
24 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably
25 limit testimony and introduction of exhibits for reasons or relevance.

26 *Recording*

27 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will
28 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
29 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
30 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the
31 hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript
32 of the hearing to be offered to the court as an exhibit.

1 *Witnesses*

2 Witnesses will present their information in narrative form, without the traditional question and answer
3 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may
4 request that the hearing officer, at his/her discretion, ask a witness a certain question.

5 *Format of Presentation*

6 Each side will have an equal amount of time to present their positions as determined by the hearing
7 officer. The parent/guardian will present his/her case first by making an opening statement outlining
8 the issues, calling witnesses, and making a closing argument. The school system will present its side
9 next.

10 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
11 side may present personally or through their representatives.

12 *Submission of Exhibits*

13 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
14 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
15 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
16 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
17 review as well as the number of witnesses and the length and/or scope of their presentations or
18 statements.

19 *Closing Arguments*

20 The hearing officer may allow or request written closing arguments summarizing and characterizing
21 the information presented at the hearing.

22 *Decision*

23 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
24 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
25 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or
26 claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision
27 will be deemed to have been denied. The decision must be issued within forty-five (45) days after the
28 date the Request for a Due Process Hearing is received by the district. The hearing officer may not
29 award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

30 *Review Procedure/Appeal*

31 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
32 the decision in a court of competent jurisdiction.

Legal References

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, 35.172
6. 34 CFR §104.36

Cross References

School Board Meetings 1.400
Visitors to the Schools 1.501
Reporting Student Progress 4.601
Graduation Activities 4.606
Equal Opportunity Employment 5.104
Personnel Health Examinations/Communicable Diseases 5.400
Acquired Immune Deficiency Syndrome 5.401
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Acquired Immune Deficiency Syndrome 6.404

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date:
		Rescinds: 8.20	Issued: 02/13/18

- 1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and
2 associated paraphernalia, are prohibited in all of the school district's buildings and in all vehicles that are
3 owned, leased, or operated by the district.^{1,2} Smoking shall be prohibited in any public seating areas
4 including, but not limited to, bleachers used for sporting events or public restrooms.³
- 5 Employees and students in the school district will not be permitted to use tobacco or tobacco products,
6 including smokeless tobacco, electronic cigarettes, and associated paraphernalia, while they are
7 participants in any class or activity in which they represent the school district.
- 8 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
9 visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall
10 be prominently posted (including at each ticket booth) for elementary or secondary school sporting
11 events: *Smoking is prohibited by law in seating areas and in restrooms.*⁵

Legal References

1. 20 USCA § 6083;
2. TCA 39-17-1604(6)
3. TCA 39-17-1604(10)
4. TCA 39-17-1505
5. TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Drug-Free Workplace	Descriptor Code: 1.804	Issued Date:
		Rescinds: 8.16	Issued: 02/13/18

- 1 The Board shall promote and maintain a drug-free workplace. All employees are expected and
 2 required to report for work and remain at work in condition to perform assigned duties free from the
 3 effects of alcohol and drugs. The Board is responsible for the instruction and well-being of the
 4 students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol,
 5 and the misuse of prescription drugs are unacceptable.
- 6 No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace
 7 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other
 8 controlled substance as defined in federal law.¹ “Workplace” shall include any school building or any
 9 school premise; any school-owned or any other school-approved vehicle used to transport students to
 10 and from school or school activities; off-school property during any school-sponsored or school
 11 approved activity, event, or function; and any location where an employee is conducting system/school
 12 business outside of district premises.
- 13 Employees are prohibited from having controlled substances, abused prescription drugs, or any other
 14 mind altering or intoxicating substances present in their system while at work or on duty.
- 15 Any employee who violates the terms of this policy shall be suspended and shall be subject to
 16 dismissal and referral for prosecution.
- 17 The Director of Schools shall be responsible for providing a copy of this policy to all school system
 18 employees.

Legal References

1. Drug Free Workplace Act of 1988; 41 USCA § 8103

Cross References

- Supervision 5.108
 Drug & Alcohol Testing for Employees 5.403
 Drug-Free Schools 6.307

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date:
		Rescinds: 11.7	Issued: 07/11/16

1 All staff and board members who have access to the district network shall adhere to the following
2 guidelines when sending or receiving messages via system-wide electronic mail (e-mail):

- 3 1. Because all computer hardware and software belong to the Board, all data including e-mail
4 communications stored or transmitted on school system computers shall be monitored.
5 Staff/board members have no right to privacy with regard to such data. E-mail correspondence
6 may be a public record under the public records law and may be subject to public inspection.¹
- 7 2. Messages shall pertain to legitimate board/district business.
- 8 3. Staff/board members will be asked to sign a Responsible Use Policy before being granted
9 access to electronic media. Staff/board members shall not reveal their passwords to others in
10 the network or to anyone outside of it. If anyone has reason to believe that a password has been
11 lost or stolen or that the e-mail has been accessed by someone without authorization, he/she
12 shall contact the technology coordinator immediately.
- 13 4. It is the responsibility of the sender not to violate copyright laws.
- 14 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
15 obscene or that are racist, sexist, or promote illegal or unethical activity.

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

Legal References

1. TCA 10-7-512

Cross References

Use of the Internet 4.406

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date:
		Rescinds: 5.10	Issued: 09/18/17

- 1 No part of the school system, including the facilities, the name, the staff, and the students, shall be
2 used for advertising or promoting the interests of any commercial, political, or other non-school
3 agency or organization except that:
- 4 1. The school may cooperate in furthering the work of any non-profit, community-wide social
5 service agency provided that such cooperation does not restrict or impair the educational
6 programs of the schools;
 - 7 2. The school may participate in radio or television programs under acceptable commercial
8 sponsorship when such programs are educationally beneficial;
 - 9 3. Community, educational, charitable, recreational, and other similar civic groups may advertise
10 an event pertinent to students' interests or involvement. Such advertisement, including the
11 distribution of materials, shall be subject to any procedures related to time, place, and manner
12 established by the Director of Schools;
 - 13 4. The Director of Schools shall screen all materials prior to distribution to ensure their
14 appropriateness. The Director of Schools may prohibit materials that:
 - 15 a. Would likely cause substantial disruption of the operation of the school;
 - 16 b. Violate the rights of others;
 - 17 c. Are obscene, lewd, or sexually explicit; or
 - 18 d. Cause students to reasonably believe to be sponsored or endorsed by the school;
 - 19 5. The school may, upon approval of the Director of Schools, cooperate with any governmental
20 agency in promoting activities which advance the education or other best interests of the students;
 - 21 6. Political literature shall not be distributed through the school to students, nor sent home to
22 parents, nor placed in teachers' mail boxes, lounges, or on school premises;
 - 23 7. Political signs for people who are running for public office shall not be allowed on school
24 property except those being held by poll workers on election day or those being used for
25 educational purposes relative to the electoral process;¹
 - 26 8. Paid advertising may be allowed under procedures established by the Director of Schools in
27 athletic facilities, auditoriums, program pamphlets, school publications, website, or any other
28 venue where such advertising would be directed primarily to members of the public; and

- 1 9. A teacher may display campaign banners, signs, or other items of campaign or political
2 advertising at school when the display or use of the item is for educational purposes relative to
3 the electoral process.¹

Legal References

1. TCA 2-19-206(d)

Cross References

Board-Community Relations 1.500
Vendor Relations 2.809
Staff Gifts and Solicitations 5.605
Political Activities 5.606
Student Publications 6.704

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Use of School Name	Descriptor Code: 1.807	Issued Date:
		Rescinds:	Issued:

- 1 No school or community organization, employee, student, or other person may use the name of the
- 2 school system or an individual school in any promotional manner or for personal benefit without prior
- 3 approval of the Board.
- 4

Cross References

Board-Community Relations 1.500

Maryville City Board of Education

Monitoring: Review: Biennially in August	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date:
		Rescinds:	Issued:

1 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises
2 of any school in this district, except for the limited circumstances stated in this policy.¹

3 **EMPLOYMENT**

4 An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible
5 for employment within the school district.

6 **PRESENCE ON SCHOOL PROPERTY**

7 No registered sex offender, other than a student enrolled in the school in question, shall come on, about,
8 or within 1,000 feet of a local school's property line, except as provided below.² If any employee of the
9 school district becomes aware of any registered sex offender's presence on school property, he/she shall
10 immediately inform the principal, who shall direct the individual to leave the premises immediately. The
11 principal shall request assistance from local law enforcement authorities if offender resists the principal's
12 directives. If the registered sex offender repeats this restriction of coming on to school property, the
13 principal may confer with legal counsel to take appropriate legal action.

14 Neither this policy nor state law impose any duty upon a principal or any other employee of the local
15 school district to review the sex offender registry for individuals who may come upon the property.

16 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

17 A parent/guardian of a child who is enrolled in the school may attend a conference with school officials
18 with the written permission of the school's principal.

19 An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking
20 up a child or children enrolled in the school.

21 Principals shall speak with the parent upon learning of their status as a sex offender to communicate the
22 restrictions of this policy and to establish open dialogue with the parent, as much as is possible or
23 reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's
24 child.

Legal References

1. TCA 40-39-201 et seq.
2. TCA 40-39-211(a)

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds: 3.5	Issued: 09/19/16

1 **SCOPE**

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools.¹

4 **DEFINITION**

5 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
6 within a public school district. It shall be subject to all state and federal laws and constitutional
7 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
8 origin, religion, ancestry, or need for special education services.²

9 The purpose of a charter school is to:³

- 10 1) Improve learning for all students and close the achievement gap between high and low
11 students;
- 12 2) Provide options for parents to meet educational needs of students in high priority schools;
- 13 3) Encourage the use of different and innovative teaching methods and provide greater decision-
14 making authority to schools and teachers in exchange for greater responsibility for student
15 performance;
- 16 4) Measure performance of pupils and faculty and ensure that children have the opportunity to
17 reach proficiency on state academic assessments;
- 18 5) Create new professional opportunities for teachers; and
- 19 6) Afford parents substantial meaningful opportunities to participate in the education of their
20 children.
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26 **APPLICATION PROCESS⁴**

27 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
28 days prior to April 1st of the year preceding the year in which the proposed charter school plans to
29 begin operation as a public charter school.

1 A sponsor seeking Board approval of an initial charter school application must complete the forms
2 provided by the Tennessee Department of Education. The application must provide all the information
3 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
4 prescribed by law for the formation of a charter school and the proposed charter school will be able to
5 implement a viable program of quality education for its students.

6 Applications must be submitted to the Board on or before 4:30 p.m. on April 1st of the year preceding
7 the year in which the proposed charter school plans to begin operation as a public charter school.
8 Applications will be accepted only between March 1st and April 1st. If the 1st of April falls on a
9 Saturday, Sunday, or holiday on which the school district offices are closed, applications will be
10 accepted on the next business day on or before 4:30 p.m. Late applications will not be accepted,
11 without exception. The sponsor shall pay an application fee of \$2,500.00.⁴

12 **REVIEW TEAM**

13 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
14 applications. The team shall be composed of members of the administrative staff for the district,
15 community members, and a member of the Board. At the board meeting in February each year, the
16 Director of Schools shall make a recommendation to the Board of which members of his
17 administrative staff should be appointed to the team. The Board shall name the members of the team at
18 its meeting in March of each year. The Board shall designate a chair of the review team as the contact
19 person for answering questions about the application process and receiving applications.

20 The Board shall require a procedure for receiving, reviewing, and ruling on applications for the
21 establishment of charter schools. The procedure must include a timeline for the application and review
22 process. A copy of the procedure, including the review criteria, shall be available to any interested
23 party upon request.

24 The review team shall:

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

31 **APPROVAL/DENIAL OF APPLICATION⁵**

32 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)
33 days of receipt of the completed application, or the application shall be deemed approved by law. The
34 Director of Schools shall report the action taken by the Board to the department of education.

35 **Approval**

36 The sponsor of a public charter school that is approved by the Board shall enter into a written
37 agreement with the Board, which shall be binding on the charter school's governing body. This
38 agreement, known as the charter agreement, shall be in writing and signed by the sponsor and the

- 1 Board. In the application, the sponsor must demonstrate that the proposed charter school meets the
 2 purpose prescribed by law for the formation of a charter school and the proposed charter school will be
 3 and shall include all aspects of the sponsor's approved application as well as any reporting
 4 requirements prescribed under state or federal laws.⁶
- 5 Starting in the 2018-2019 school year, the Board will receive an annual authorizer fee of three percent
 6 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
 7 whichever is less.⁷
- 8 Charter schools approved by the Board of Education are expected to implement the application as
 9 submitted and approved. Material variations in operations from the approved application require
 10 amendment pursuant to statute and the charter school agreement.
- 11 The Board should not be expected to provide services to charter schools that are not requested during
 12 the application process except for those services that are required under state or federal laws. Services
 13 agreed to be provided to the charter schools by the Board shall be provided at Board actual cost. The
 14 Board and charter school shall execute a service contract for any additional services.
- 15 New public charter school agreements are approved for a ten-year period.⁸ The Board may revoke or
 16 deny renewal of a public charter school agreement for any of the reasons enumerated in state law.⁹
- 17 **Denial**
- 18 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
 19 an amended application to correct the deficiencies. The Board shall have sixty (60) days either to deny
 20 or to approve the amended application, or the application shall be deemed approved by law.⁵
- 21 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.

Legal References

1. TCA 49-13-106(b)(2)
2. TCA 49-13-105; TCA 49-13-111(a)-(c)
3. TCA 49-13-102
4. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108(a)(5)
5. TCA 49-13-108; TRR/MS 0520-14-01-.01; TRR/MSS 0520-14-01-.02
6. TCA 49-13-110
7. TCA 49-13-128
8. TCA 49-13-121
9. TCA 49-13-122