

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, April 8, 2019
Coulter Grove Intermediate School

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE – Britton Barrett, Ace of Shakes winner
- II. UPDATE FROM COULTER GROVE INTERMEDIATE SCHOOL** – Ramona Best, Principal
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of March 18, 2019, meeting (Attachment)
 2. Ratify Executive Committee approval of sole bid from Denver Hunt Company for canopy work at schools – Funding Source: Capital Outlay \$66,575 (Attachment A1)
 3. Approve Montgomery Ridge Intermediate School Rangers overnight trip to Washington, DC (Attachment A2)
 4. Approve Coulter Grove Intermediate School Newspaper Club overnight trip to Knoxville Zoo (Attachment A3)
 5. Approve Certification of Adoption for textbooks (Attachment A4)
 6. Approve contract renewal with GCA/ABM for custodial services for the 2019-2020 school year
 7. Approve Coulter Grove Intermediate School Summer Camp Proposal (Attachment A5)
- VI. AGENDA ITEMS**
1. Consider Board Policy Section 6 – Students - First Reading (Attachment B1)
 2. Consider rescinding outdated Board Policy Manual Descriptor Terms (Attachment B2)
 3. Consider bids for window blinds at Foothills Elementary – Funding Source: School Funds (Attachment B3)
 4. Consider purchase of Scholastic Literacy, Science and Social Studies Text Sets for elementary schools – Funding Source: Instructional Supplies and Materials not to exceed \$497,970.90 (Attachment B4)
 5. Consider FY19 Budget Amendment #2 (Attachment B5)
 6. Consider purchase of 390 Lenovo laptops, warranty and cases from PCS, Inc. – Funding Source: Technology Equipment \$154,830 (Attachment B6)
 7. Consider purchase of 2050 Lenovo protective cases from PCS, Inc. – Funding Source: Technology Equipment \$38,950 (Attachment B7)

MCS BOARD OF EDUCATION
Regular Meeting, page 2

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:

May 13, 2019 – 5:30 pm, Coulter Grove Intermediate School

June 10, 2019 – 5:30 pm, Maryville High School



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

March 21, 2019
Maryville City School Board
Executive Committee Meeting

Approve sole bid from Denver Hunt Company for canopy work at schools – Funding
Source: Capital Outlay \$66,575

APPROVED:

Director of Schools *Mike Winstead* Date 03/21/2019

Chairman, Board of Education *Bethany N. Pope* Date 03/21/2019

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

Maryville Junior High School
Awning Bid

Date 3/18/19

To the Maryville City Schools:

We are pleased to quote the following. Prices include all design, materials, labor, and permits.

Item	Description	Cost
1	X Canopy "MJH" as designed with insulated panels	<u> </u>
2	Canopy "MJH" as designed without insulated panels	17,500.00
3	Alternate 1 MHS (As described in Addendum 1)	18,650.00
4	Alternate 2 FHE (As described in Addendum 1)	15,475.00
5	Alternate 3 CGIS (As described in Addendum 1)	14,950.00
6	Alternate 4 JSE (As described in Addendum 1)	

Terms 15 days upon completion Each School

Date quotations expires: 4/22/19

Authorized Signature: Denver Hunt

Company: Denver Hunt Company, LLC

Address: 217 South Downe Drive

City, State, Zip: Maryville, TN 37801

Telephone Number: 865-984-9310 C-865-567-3051

FAX Number: 865-984-9719

Mail to Director of Schools, 833 Lawrence Avenue, Maryville, TN 37803

Please send quotations in envelope marked **Awning Bid March 20, 2019, 3:00 p.m.**

FIELD TRIP REQUEST FORM
Montgomery Ridge Intermediate School

A2

Grade: 6th & 7th Team: _____

Teacher Coordinator: Mr. Russell

Date: May 6-9, 2019 Destination: Washington DC

Cost per student: \$565 Cost per adult: \$0

Number of attending students: 48 Number of attending adults: 6

Departure Time: 6:30 am May 6th Return Time: 7:00 pm May 9th

Method of transportation: Walk _____ Cars _____ Bus X Number of Buses 1

Bus Owner: Young Transportation (Ashville, NC)

Justification for trip: MRIS Ranger Trip

Principal's Signature: *D. Ker Myers*

Director of Schools Signature: *W. B. Winters*

To Be Completed After Approval:

PO# _____

Cafe Manager: _____ Clinic (Meds) _____ Office (Perm. Slip) _____
(Initials) (Initials) (Initials)

CUT & RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER - AFTER TRIP

Grade: _____ Team: _____

Teacher Coordinator: _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

FIELD STUDY PERMISSION REQUEST

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

School: CGIS Grade/Club: Newspaper club Today's Date: 3/21/19
 # of Participants: 25 Teachers: Karla West
 Trip Coordination: Karla West Destination: Knoxville Zoo
 Date of Trip: May 3-4 Leave Time: 5:30 ^{Fri} PM Return Time: 10:00 ^{Sat} AM
 Transportation: Walk ☐ Car ☒ Bus: ☐ # of Buses: ☐ Bus Owner: ☐

*SPECIAL EDUCATION USE ONLY

of Students: ☐ Teachers: ☐

BUS NEEDED? Yes: ☐ No: ☐ # of Buses: ☐ Bus Owner: ☐

Other Modes of Transportation: Walk: ☐ Car: ☐

Justification for Trip: celebrating a year of hard work
putting together our school newspaper
 Principal: [Signature] Dir of Schs: Bob Winters



Return by April 15 to:
 Director of Content
 Andrew Johnson Tower, 12th floor
 710 James Robertson Parkway Nashville, TN 37243-0379

Certification of Adoption by
 Local Board of Education
 [attach form 5099 (Local Adoption Abstract) to this certificate]

The Maryville City Board of Education approved the City, County or Special School
 District

adoption of the textbooks as indicated on the attached Local Adoption Report

Abstract during the meeting of the board on April 8, 2019.
 Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- ☐ The LEA's unique needs require adopting materials not on the state's official list.
- ☐ A representative of our LEA attended the TDOE training on standards and the use of the screening instrument used to review instructional materials.
- ☐ The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- ☐ The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- ☐ All materials adopted by this LEA that are not on contract have been listed under the "Materials not on Contract" section on the adoption abstract (5099).
- ☐ The LEA agrees to furnish any materials requested by TDOE for review.

— none selected AT THIS TIME

 Date

 Chairman, Board of Education

 Date

 Director of Schools

ED-2153

Summer Camp Proposal
Coulter Grove Intermediate School

March 29, 2019

Camp Sponsors: Brandon Harveston & Erica Pearce

Name of Camp: CGIS basketball Skills Camp

Dates: May 20, 21, 22, 2019

Time: 8:30am-11:30am

Cost to students: \$40/per camper

Facility: CGIS gym, CGIS Grove basketball court





Sponsor Signatures



Principal Signature



Director of Schools

Maryville City Board of Education

Section 6 – Student

Descriptor Code	Policy Title	Issued Date
6.100	Student Goals	05/13/19
Attendance		
6.200	Attendance	05/13/19
6.2001	Attendance During Postsecondary Visits	05/13/19
6.201	Compulsory Attendance Ages	05/13/19
6.2011	Voluntary Pre-K Attendance	05/13/19
6.202	Home Schools	05/13/19
6.203	School Admissions	05/13/19
6.204	Attendance of Non-Resident Students	05/13/19
6.205	Student Assignments	05/13/19
6.206	Transfer within the System	05/13/19
6.209	Child Custody/Parental Access	05/13/19
Behavior and Discipline		
6.300	Code of Conduct	05/13/19
6.301	Rights and Responsibilities of Students	05/13/19
6.302	Procedural Due Process	05/13/19
6.303	Interrogations and Searches	05/13/19
6.304	Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation	05/13/19
6.305	Student Concerns, Complaints, and Grievances	05/13/19
6.306	Interference/Disruption of School Activities	05/13/19
6.307	Drug-Free Schools	05/13/19
6.3071	Student Alcohol and Drug Testing	05/13/19
6.308	Bus Safety and Conduct	05/13/19
6.309	Zero Tolerance Offenses	05/13/19
6.310	Dress Code	05/13/19
6.311	Care of School Property	05/13/19
6.314	Corporal Punishment	05/13/19
6.316	Suspension/Expulsion/Remand	05/13/19
6.317	Student Disciplinary Hearing Authority	05/13/19
6.318	Admission of Suspended or Expelled Students	05/13/19
6.319	Alternative School Programs	05/13/19

Maryville City Board of Education

Descriptor Code	Policy Title	Issued Date
Student Welfare		
6.400	Promoting Student Welfare	05/13/19
6.4001	Student Surveys, Analyses, and Evaluations	05/13/19
6.402	Physical Examinations and Immunizations	05/13/19
6.403	Communicable Diseases	05/13/19
6.4031	Pediculosis (Head Lice)	05/13/19
6.404	Acquired Immune Deficiency Syndrome	05/13/19
6.405	Medicines	05/13/19
6.4052	Opioid Antagonist	05/13/19
6.4081	Safe Relocation of Students	05/13/19
6.409	Child Abuse and Neglect	05/13/19
6.410	Emergency Contact Information	05/13/19
6.411	Student Wellness	05/13/19
6.412	Emergency Allergy Response Plan	05/13/19
6.413	Prevention and Treatment of Sports Related Concussions	05/13/19
6.414	Prevention and Treatment of Sudden Cardiac Arrest	05/13/19
6.415	Student Suicide Prevention	05/13/19
Individual Needs Students		
6.500	Special Education Students	05/13/19
6.503	Homeless Students	05/13/19
6.504	Migrant Students	05/13/19
6.505	Students in Foster Care	05/13/19
Student Records		
6.600	Student Records	05/13/19
6.601	Annual Notification of Rights	05/13/19
6.602	Inspection and Correction Procedures	05/13/19
6.604	Media Access to Students	05/13/19
Student Activities		
6.709	Student Fees and Fines	05/13/19

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Goals	Descriptor Code: 6.100	Issued Date: 05/13/19
		Rescinds:	Issued:

1 In order to establish an environment that is conducive to learning, the Board establishes the following
2 goals:

- 3 1. To assure all students the same educational opportunities regardless of race, color, creed,
4 religion, ethnic origin, sex, or disabilities;¹
- 5 2. To protect and observe the legal rights of students;
- 6 3. To educate students with respect and encouragement;
- 7 4. To provide an environment where students can learn personal and civic responsibility for their
8 actions through meaningful experiences;
- 9 5. To discipline students in a fair and constructive manner;
- 10 6. To provide for the safety, health, and welfare of students; and
- 11 7. To promote faithful attendance and diligent effort.
- 12

Legal References

1. 20 USCA § 1703; TCA 49-6-3109

Cross References

School District Goals 1.700
Instructional Goals 4.100
Basic Program 4.201
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Attendance	Descriptor Code: 6.200 Rescinds: 10.2	Issued Date: 05/13/19 Issued: 06/11/18
--	---	--	---

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements; and
3. Ensuring that all school age children attend school;

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed;
6. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
7. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).³

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

The Director of Schools/designee shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence within three (3) days of returning to school. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Students will be limited to ten (10) excused days with parental notes for the year. Parental note absences above the limit of ten (10) days will be unexcused.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:⁴

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Religious observances;⁵
5. Pregnancy;
6. School-endorsed activities;
7. Summons, subpoena, or court order; or
8. Extenuating circumstances approved by the principal on a case-by-case basis.

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

*Progressive Truancy Intervention Plan*⁸

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

1 **MILITARY SERVICE OF PARENT/GUARDIAN**

2 School principals shall provide students with a one-day excused absence prior to the deployment of and
3 a one-day excused absence upon the return of a parent or custodian serving active military service.

4 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
5 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
6 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
7 missed during these absences.⁹

8 **STATE-MANDATED ASSESSMENT**

9 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
10 must have been given an excused release by the principal prior to testing to receive an excused
11 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
12 students will receive an incomplete in the course until they have taken the EOC exam.

13 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
14 averaged into their final grade.

15 **DRIVER'S LICENSE REVOCATION²**

16 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
17 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

18 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
19 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

20 **ATTENDANCE HEARING¹¹**

21 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
22 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
23 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
24 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
25 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
26 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
27 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
28 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
29 of any action taken regarding the excessive unexcused absences. The notification shall advise
30 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
31 Schools/designee.

32 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

33 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
34 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
35 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
36 The action of the Board shall be final.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Student Records 6.600

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Attendance During Postsecondary Visits	Descriptor Code: 6.2001	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 While postsecondary school visits are not required, any high school student wishing to participate in a
- 2 postsecondary school visit during the school year shall submit to the principal/designee prior notice
- 3 from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
- 4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
- 5 of the student during the visit.¹
- 6 The principal/designee shall count a student present for no more than two (2) days each school year for
- 7 eleventh and twelfth grade students participating in a postsecondary school visit. The student shall be
- 8 counted present for the day of the postsecondary school visit and shall not be counted present during
- 9 any travel days.
- 10 In order to be counted present for the school day missed, the student shall submit to the
- 11 principal/designee a signed letter or form from a campus official verifying that the visit to the
- 12 postsecondary school occurred.
- 13 The student shall complete any school work missed due to the student participating in a postsecondary
- 14 school visit.

Legal References

1. State Board of Education Policy 4.100

Cross References

Attendance 6.200

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 Children between the ages of six (6) and seventeen (17) years, both inclusive, shall attend a public or
2 private school.¹ A parent/guardian who believes that his/her child is not ready to attend school at the
3 designated age of mandatory attendance may make application to the principal of the school where the
4 child would attend for a one (1) semester or one (1) year deferral in required attendance. Any such
5 deferral shall be reported to the Director of Schools by the principal.² Under certain circumstances, the
6 Board may temporarily excuse students from complying with the provisions of the compulsory
7 attendance law.³
- 8 Any child residing within the state who is or will be five (5) years of age on or before August 15, who
9 makes application for admission, shall be enrolled in the school designated by the Board.⁴
- 10 If a child will be five (5) years of age on or before September 30, such child's parent(s)/guardian(s) may
11 request that the child be admitted into kindergarten.⁵ Upon request, the Director of Schools shall
12 administer an evaluation and examination. If the results indicate that the child is sufficiently mature
13 emotionally and academically, then the child may be enrolled into kindergarten. The Director of Schools
14 shall develop procedures and forms to implement the provisions of this policy.⁴
- 15 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁶
- 16 A child entering a special education program shall be no less than three (3) years of age.⁷
- 17 A person eighteen (18) years of age or older who applies for admission must have the
18 application approved by the principal and Director of Schools when:
- 19 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
20 2. He/she has dropped out of school and wants to re-enter.
- 21 The compulsory attendance law shall not apply to the following:⁸
- 22 1. A student who has received a diploma or other certificate of graduation;
23 2. A student who is enrolled and making satisfactory progress in a course leading to a
24 high school equivalency diploma;
25 3. A student who is six (6) years or younger and whose parent or guardian has filed
26 notice of intent to conduct home school with the superintendent; or
27 4. A student enrolled in a home school who has reached the age of seventeen (17).

- 1 The principal or his/her designee should initiate a conference with the parent/guardian of
- 2 any student that has passed the compulsory attendance age and has demonstrated poor
- 3 academic, attendance, and/or discipline behaviors that may affect the student and/or
- 4 learning environment. Any student having passed the compulsory attendance age may be
- 5 dropped from the rolls after three (3) consecutive unexcused absences, an aggregate five (5)
- 6 unexcused absences, from class or school, poor academic and/or discipline behaviors.

Legal References

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA §§ 1400—1485
8. TCA 49-6-3001(c)(2)

Cross References

Special Education 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 05/13/19
		Rescinds:	Issued:

The Board may establish an early childhood education program to address the educational needs of eligible four (4) year old children. The program shall provide educational services in accordance with state law and the policies, rules, and regulations of the State Board of Education and the Department of Education.¹

While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

EXCUSED ABSENCES

Students will be limited to ten (10) excused days with parental notes for the year. Parental note absences above the limit of ten (10) days will be unexcused.

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;
2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

DISTRICT VOLUNTARY PRE-K CONTACT

Name: Melanie Davidson

Title: Federal Programs Coordinator

Contact Information: melanie.davidson@maryville-schools.org or 865-982-7121

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 A "home school" is a school conducted or directed by a parent(s)/guardian(s) for their own children.
2 Home schools which teach K-12 where the parent(s)/guardian(s) are associated with an organization that
3 conducts church-related schools¹ are exempt from the following provisions but must follow procedures
4 issued by the State Department of Education.
- 5 A parent/guardian wishing to conduct a home school shall meet the following requirements:²
- 6 1. Provide annual notice to the Director of Schools before the commencement of each school year of
7 the intent to conduct a home school;
 - 8 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location
9 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the
10 parent-teacher;
 - 11 3. Maintain attendance records, subject to inspection of the Director of Schools;
 - 12 4. Submit attendance records to the Director of Schools at the end of each school year;
 - 13 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
14 are required by state law for public schools;
 - 15 6. Possess a high school diploma or GED;
 - 16 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
17 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
 - 18 8. Take actions according to state law if home school student falls behind appropriate grade level;
 - 19 9. Submit proof to the Director of Schools that the home school student has been vaccinated as required
20 by law;
 - 21 10. Submit proof to the Director of Schools that other health services and examinations as required by
22 law have been received by the home school student; and
 - 23 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.
- 25 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
26 formal action to bring the child into compliance with the compulsory attendance law (until the child has
27 reached age seventeen (17), either in the home school or in a public, private, or church-related school).

1 It shall be the policy of this Board that school facilities shall be available for home school instruction
2 only when all of the following conditions exist:

- 3 1. Special needs courses are being taught which require services unavailable to the home school
4 student;
- 5 2. These services cannot be provided through any means other than the schools;
- 6 3. Requests for services are made known by the home school parent when notice is given to the
7 Director of Schools of the intent to conduct a home school;
- 8 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 9 5. No overcrowding, additional expenses, including providing transportation, or other special
10 situations which interfere with the normal operation of the school system shall be incurred; and
- 11 6. Approval by the Board shall be on a case-by-case basis.

12 If a home school student falls more than one (1) year behind his/her appropriate grade level in his/her
13 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have
14 taught the child at his/her grade level determines through appropriate means that the student is not
15 learning disabled, the Director of Schools shall require the parent(s)/guardian(s) to enroll the child in a
16 public, private, or church-related school.

Legal References

1. TCA 49-50-801
2. TCA 49-6-3050

Cross References

Compulsory Attendance Ages 6.201

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 05/13/19
		Rescinds: 10.16	Issued: 06/11/18

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

- 2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
3 2. Evidence of a current medical examination.² There shall be a complete medical examination of
4 every student entering school for the first time; and
5 3. Evidence of state-required immunization.³

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

11 A child whose care, custody, and support have been assigned to a resident of the district by a power of
12 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
13 filed with the district office.⁴

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

16 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),
17 the parent(s)/guardian(s) and a school administrator of any school having previously received similar
18 notice from the juvenile court or another source shall provide to the school principal/designee, the
19 abstract⁵ or other similar written information when any such student:

- 20 1. Initially enrolls in an LEA;
21 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
22 3. Changes schools within this state.

23 This information shall be shared only with school employees who have responsibility for classroom
24 instruction of the student, the school counselor, social worker, or psychologist who is developing a
25 plan for the student while in the school, and the school resource officer. Such information is otherwise
26 confidential and shall not be released to others, and the written notification shall not become a part of
27 the student's record.⁶

1 **PROOF OF RESIDENCY**

2 Parents/legal guardians/custodians having lawful control of students (proof of legal custody shall be
3 required) must provide proof of residence in the Maryville City School District in order to enroll a
4 child. The Director of Schools shall develop administrative procedures and forms, consistent with
5 state law and the City of Maryville Charter, for verifying residency within the corporate limits of
6 Maryville.

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6)
5. TCA 37-1-153, 154
6. TCA 49-6-3051

Cross References

Admission of Non-Resident Students 6.204
Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Admission of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 05/13/19
		Rescinds: 10.16	Issued: 06/11/18

Parents or legal guardians who reside outside the boundaries of the Maryville City Schools may make application to the Director of Schools to enroll their child(ren) as tuition students.¹ Applications must be received at least three (3) weeks prior to the first day of school.² Applications for tuition status during an academic year may be approved on the condition that the applicant substantiates extenuating circumstances (such as a change of residence).

Any pupil seeking admission as a tuition student must, if enrolled at a school during the previous year, be eligible to re-enroll at that school without restriction. The criteria for admission to the Maryville City Schools are: (a) space must be available, (b) appropriate programs must be available, (c) the student must have a good attendance and discipline record, and (d) the student must have a satisfactory academic record. Tuition students who have attendance, disciplinary, or academic problems may be placed on probation, dismissed from school, and/or may not be readmitted in the following school year. Students suspended or expelled from other school systems will not be admitted without prior approval by the Director of Schools.

ADMISSIONS PRIORITY³

Non-Resident students will be considered for admission based on the following priority order:

- Priority One: Children of teachers in Maryville City Schools;
- Priority Two: Children of non-residents who own property in the City of Maryville;
- Priority Three: Children of non-residents employed by the City of Maryville or Maryville City Schools;
- Priority Four: Children of non-residents who have siblings currently enrolled in Maryville City Schools
- Priority Five: All other children of non-residents.

TUITION

The tuition rate shall be set annually by the Board. Such tuition shall not exceed per student, per annum, an amount equal to the amount of local funds actually used for school purposes by the school district per student during the preceding school.⁴ The rate for employees of the City of Maryville and Maryville City Schools shall be one-half (1/2) the tuition rate set by the Board.

Students who become residents of the District shall be refunded any unused portion of tuition on a pro-rate basis.

1 Refunds are available on a pro-rated basis for withdrawals occurring up to six weeks before the end of
2 the term.

3 **TRANSPORTATION**

4 Non-resident students must provide transportation to and from school. There shall be no obligation for
5 Maryville City Schools to provide transportation to non-resident students.²

6 **FOREIGN EXCHANGE STUDENTS**

7 Maryville City Schools shall enroll only those foreign exchange students who either have proper
8 clearance or who can receive proper clearance from the Naturalization and Immigration Service. The
9 prospective host family must be a resident of the City of Maryville.

10 Application for admission must be received at least three (3) months prior to the first day of school.
11 The criteria for admission to the Maryville City Schools are: (a) space availability, (b) the applicant's
12 scholastic preparation, especially in English, (c) evidence of proper sponsorship, both as to the host
13 family and the sponsoring foreign exchange organization, (d) the availability of courses in relation to
14 the applicant's abilities and needs, and (e) duration of stay for the student.

15 Approved foreign exchange students will pay an amount equal to the per student funding provided by
16 the State of Tennessee to Maryville City Schools through the Basic Education Program.

Legal References

1. TCA 49-6-3104;
TRR/MS 0520-01-03-.03(9)
2. TCA 49-6-3105
3. TCA 49-6-3113; TCA 49-6-3103
4. TCA 49-6-3003

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 05/13/19
		Rescinds:	Issued:

1 **TO SCHOOLS**

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days
4 after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

5 **TO CLASSES**

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the district from another school district are to be placed by the principal in the
8 grade and/or level as indicated by records from the former school. If the student's placement is
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
10 level. Parent(s)/guardian(s) shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available
13 and appropriate, a child shall be reassigned if a request is made by the child's parent/guardian, and the
14 perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a
15 juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

Legal References

1. TCA 49-6-3102, 3103; Public Acts of 2018, Chapter No. 1004
2. TCA 49-6-3201
3. TCA 49-6-3102(h)

Cross References

Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Maryville City School Board believes in the overall quality for all of its schools. The Board also
2 believes that parents, who are Maryville residents, may have particular preferences for which school(s)
3 they want their children to be enrolled.

4 A parent/guardian may request that his/her child attend a school within the system other than the one to
5 which the child is zoned. The Director of Schools/designee shall review such requests, and if adequate
6 space is available, grant such transfers unless a transfer would be adverse to the best interests of the child
7 or the school system. If granted, the student shall provide his/her own transportation to and from the
8 school.¹

9 Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment
10 of a student to the Board,² after a student has enrolled in one (1) school within the system, he/she shall
11 not be permitted to transfer to another unless there is a change in residence of the student's
12 parent(s)/guardian(s) outside the area in which the student is enrolled. Any exception to this policy shall
13 be brought before the Director of Schools for evaluation and decision.

14 Principals shall allow credit for work transferred from other schools only when substantiated by official
15 transcripts or successful completion of comprehensive written examinations approved, administered, and
16 graded by the principal/designee.³

Legal References

1. TCA 49-2-128
2. TCA 49-6-3201
3. TRR/MS 0520-01-03-.03(9)

Cross References

Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Board presumes that the person who enrolls a student in school is the student's custodial parent.
2 Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school
3 district holds responsible for the education and welfare of that child.

4 Parent(s)/guardian(s) shall have the right to receive information contained in school records concerning
5 their minor child.¹ The Board, unless informed otherwise, assumes there are no restrictions regarding the
6 non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are
7 made relative to the rights of the non-custodial parent, the custodial parent shall submit a certified copy
8 of the court order which curtails these specific rights.

9 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall receive
10 a copy of the child's report card, notice of school attendance, names of teachers, class schedules,
11 standardized test scores, and any other records customarily available to parents.²

12 No school official shall permit a change in the physical custody of a child at school unless:

- 13 1. The person seeking custody of the child presents the school official with a certified copy of a
14 valid court order from a Tennessee court designating the person who has custody of the child;
15 and
- 16 2. The person seeking custody shall give the school official reasonable advance notice of his/her
17 intent to take custody of the child at school.³

Legal References

1. 20 USCA § 1232g(a)(1)(A)
2. TCA 49-6-902
3. TCA 36-6-105

Cross References

Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 Students shall conduct themselves appropriately and act with due regard for the supervisory authority
- 2 vested by the Board in all district employees, the educational purpose underlying all school activities,
- 3 the widely shared use of school property, and the rights and welfare of other students. The Code of
- 4 Conduct, student dress code, expectations, and consequences shall be outlined in each school's Student
- 5 Handbook.
- 6 The Codes of Conduct shall classify offenses into categories in accordance with the severity of the
- 7 infraction and shall define commensurate disciplinary consequences for each class of offense. Codes of
- 8 Conduct shall be distributed to students and parents at the beginning of each school year and shall be
- 9 available for review at each school throughout the school year.
- 10 The range of consequences for violations of the Codes of Conduct may include, but are not limited to,
- 11 detention, suspension, remandment to the alternative school, and expulsion.
- 12 The Director of Schools, or designee, shall oversee the process of developing, maintaining and
- 13 implementing the Codes of Conduct and disciplinary procedures.
- 14 The principal of each school shall implement and apply the Codes of Conduct in his/her school. The
- 15 principal shall communicate disciplinary expectations and maintain records documenting disciplinary
- 16 actions. All staff under the supervision of the principal shall apply the Code uniformly and fairly to
- 17 each student.

Legal References

1. TCA 49-6-4005; Public Acts of 2018,
Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114,
7118
3. TCA 49-6-4009

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Detention 6.315
 Suspension/Expulsion/Remand 6.316
 Safe Relocation of Students 6.4081

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Board expects all employees, students, and parent(s)/guardian(s) to assume the responsibility for
2 appropriate behaviors in the school.

3 Each student has the right to:

- 4 1. Have the opportunity for a free education in the most appropriate learning environment;
- 5
- 6 2. Be educated in a safe and secure environment;
- 7
- 8 3. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or
- 9 disabilities¹; and
- 10
- 11 4. Be fully informed of school rules and regulations.

12 Each student has the responsibility to:

- 13 1. Know and adhere to reasonable rules and regulations established by the Board and school
- 14 officials;
- 15
- 16 2. Respect the human dignity and worth of every other individual;
- 17
- 18 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 19
- 20 4. Study and maintain the best possible level of academic achievement;
- 21
- 22 5. Be punctual and present in the regular school program;
- 23
- 24 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty,
- 25 and safety;
- 26
- 27 7. Maintain and/or improve the school environment, preserve school and private property, and
- 28 exercise care while using school facilities;
- 29
- 30 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the
- 31 educational process;
- 32
9. Respect the authority of school administrators, teachers, and other authorized personnel in
- maintaining discipline in the school and at school-sponsored activities;

- 1 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other
2 unauthorized substances or materials; and
3
- 4 11. Possess on school grounds only those materials which are acceptable under the law and accept
5 the consequences for articles stored in one's locker, automobile, backpack, or bag.

Legal References

1. 20 USCA § 1703

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Procedural Due Process	Descriptor Code: 6.302	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

- 1 Before school authorities administer disciplinary measures, reasonable inquiry shall be made to
2 determine the truth of what happened.¹ The nature of this inquiry will vary in degree with the
3 seriousness of the offense and the consequence.
- 4 For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure
5 is required. An inquiry into the incident to ensure that the offender is accurately identified, that he/she
6 understands the nature of the offense, and that he/she knew the consequences of the offense for which
7 he is accused shall occur.
- 8 In case of severe offenses where there is a possibility of suspension, the student shall be advised of the
9 nature of his/her misconduct, questioned about it, and allowed to give an explanation.²
- 10 Suspensions of less than ten (10) days may be appealed at the building level to the principal of the
11 school. Suspensions of ten (10) days or more may be appealed to the disciplinary hearing authority.³

Legal References

1. *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. *Goss v. Lopez*, 419 U.S. 565 (1975)
3. TCA 49-6-3401(c)(4)(A)—(B)

Cross References

Code of Conduct 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316
Disciplinary Hearing Authority 6.317

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by school personnel about any matter pertaining to the operation of a school
3 and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances
4 which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively
5 or refusing to answer a question may be subject to disciplinary action, including suspension.

6 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the school
7 personnel may interrogate the student without the presence of parent(s)/guardian(s).

8 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

9 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
10 school, the police may interrogate a student suspect in school during school hours. The principal shall
11 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
12 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the
13 principal/designee shall be present during the interrogation.

14 POLICE-INITIATED INTERROGATIONS

15 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
16 crimes committed outside of school hours, the police department shall first contact the principal
17 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
18 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
19 circumstances require otherwise. The interrogation may proceed without attendance of the
20 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

21 SEARCHES BY SCHOOL PERSONNEL

22 It is the policy of Maryville City Schools to interdict the introduction of weapons or contraband on school
23 premises by conducting limited searches of students and visitors. Such searches are necessary to maintain
24 the safest environment possible for students, staff, and visitors on campuses throughout the district.

25 Any principal, or designee, having reasonable suspicion for a search may search any student, place, or
26 thing on school property or in the actual or constructive possession of any student during school activity
27 off campus, including buses.

1 Physical searches of students shall meet all the following standards of reasonableness:

- 2 1. A particular student has violated school policy;
- 3 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a
- 4 dangerous weapon, drug paraphernalia or drug;
- 5 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
- 6 safety, supervision and education of students;
- 7 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal
- 8 prosecution; and
- 9 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive
- 10 in light of the age and sex of the student as well as the nature of the infraction alleged to have
- 11 been committed.

12

Legal References

1. TCA 49-6-4201 to 4219

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304 Rescinds: 10.5	Issued Date: 05/13/19 Issued: 11/14/16
---	--	--	---

The Maryville City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying - Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.²

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.³ All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parent(s)/guardian(s), volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.^{1, 4}

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

The principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴

1 **RESPONSE AND PREVENTION**

2 School administrators shall consider the nature and circumstances of the incident, the age of the violator,
3 the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to
4 properly respond to each situation.

5 A substantiated charge against an employee shall result in disciplinary action up to and including
6 termination. A substantiated charge against a student may result in corrective or disciplinary action up
7 to and including suspension.

8 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
9 Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in
10 accordance with disciplinary policies and procedures.

11 **REPORTS**

12 By July 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases
13 brought to the attention of school officials during the prior academic year. The report shall also indicate
14 how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to
15 the state department of education by August 1.

16 The Director of Schools shall develop forms and procedures to ensure compliance with the
17 requirements of this policy and state law.⁶

18 **RETALIATION AND FALSE ACCUSATIONS**

19 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
20 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
21 shall be determined by the administrator after consideration of the nature, severity, and circumstances of
22 the act.

23 False accusations accusing another person of having committed an act prohibited under this policy are
24 prohibited. The consequences and appropriate remedial action for a person found to have falsely
25 accused another may range from positive behavioral interventions up to and including suspension and
26 expulsion.

Legal References

1. TCA 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)
5. 20 USCA § 1232g
6. TCA 49-6-4503

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Student Complaints and Grievances 6.305
Code of Conduct 6.300
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Concerns, Complaints, and Grievances	Descriptor Code: 6.305	Issued Date: 05/13/19
		Rescinds: 10.1	Issued: 11/14/16

- 1 Decisions made by school personnel which students believe are unfair or in violation of pertinent policies
- 2 of the Board or individual school rules may be appealed to the school principal or a designated
- 3 representative. To appeal, students shall contact the principal's office in their school and provide their
- 4 name, the issue, and the reason for their appeal.

Cross References

Appeals To & Appearances Before the Board 1.404
 Basic Program 4.201
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

- 1 The staff is authorized to take reasonable measures to establish appropriate school behavior. Any
- 2 professional employee shall have the authority to control the conduct of any student while under the
- 3 supervision of the school district.¹ This authority shall extend to all activities of the school, including all
- 4 games and public performances of athletic teams and other school groups, trips, excursions, and all other
- 5 activities under school sponsorship and direction.
- 6 Such measures may include the use of reasonable force to restrain or correct students and maintain order.
- 7 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or
- 8 any other conduct which causes the disruption, interference, or obstruction of any school purpose while
- 9 on school property, in school vehicles or buses, or at any school-sponsored activity, function, or event,
- 10 whether on or off campus. Neither shall he/she urge other students to engage in such conduct.
- 11 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to
- 12 suspension and/or expulsion dependent on the severity of the offense and the student's prior record.²

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401

Cross References

Suspension/Expulsion/Remand 6.316

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Drug-Free Schools	Descriptor Code: 6.307	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a drug free community, the Board's plan for dealing with alcohol and drugs¹ shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of assistance; and
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Through the use of state guidelines, the Director of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;²
4. Developing administrative rules and guidelines for the school district to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parent(s)/guardian(s) and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.³ This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

Legal References

1. TRR/MS 0520-01-03-.08(2)(d)
2. 20 USCA § 7116
3. TCA 39-17-715; TCA 39-17-417
4. TCA 49-6-3401; TCA 49-6-4209

Cross References

Drug-Free Workplace 1.804
Zero Tolerance Offenses 6.309
Suspension/Expulsion/Remand 6.316

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date: 03/13/19
		Rescinds: 10.13	Issued: 11/14/16

The possession and/or use of illegal drugs and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over the counter medications or other chemicals or substances is likewise prohibited. Students shall be notified in writing at the beginning of each school year, or at the time of enrollment, that they shall be subject to testing for drugs and alcohol during the school year.¹ The Board shall pay costs of any testing required pursuant to this policy.²

REASONABLE SUSPICION DRUG TESTING

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:³

1. A school board policy on alcohol and drug use has been violated;
2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member, or other student, a student is using and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must be met:

1. A particular student has violated school policy;
2. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;
3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. Tests shall be conducted in the presence of a witness.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate qualified witness;
3. Discuss with the student the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Notify the parent/guardian of the student of the impending test; and
6. Give the student an opportunity to decline the test and inform the student that refusal to submit to drug testing will be handled the same manner as a positive drug testing result.

REASONABLE SUSPICION DRUG TESTING PROCESS

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal shall forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Specimens shall be retained for ten (10) days.⁶

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:⁷

1. If the results of the analysis are negative, they shall be reported as negative, and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.
2. If the results of the analysis are positive, the student and parent(s)/guardian(s) shall be given the written notice of the result. All records of the test, request for a test, or indication a student has been tested shall be confidential student records in accordance with state law.

The Director of Schools will develop procedures to ensure that those students testing positive receive the assistance needed.⁸

1 DRUG TESTING FOR STUDENTS ATTENDING MARYVILLE ACADEMY⁴

2
3 Students attending Maryville Academy will be subject to random drug testing. Parent(s)/guardian(s)
4 and students shall be informed of this policy prior to admission and shall sign a consent to the drug
5 testing and a release of information as a condition of admission. No student who tests positive under a
6 the drug testing program at Maryville Academy shall be suspended or expelled from school solely as
7 the result of the positive test.⁵ The Director of Schools shall develop procedures for the Maryville
8 Academy Drug Testing Program.

**9 RANDOM DRUG TESTING OF STUDENTS PARTICIPATING IN EXTRACURRICULAR
10 ACTIVITIES⁴**

11 Maryville City Schools considers participation in TSSAA-sanctioned athletics, participation in school
12 sponsored cheerleading, and receiving a permit to park on school grounds as a privilege, not a right.
13 Students enrolled in grades 9-12 who participate in these activities are expected to accept the
14 responsibilities which accompany the privileges, among these is the responsibility to remain drug free.
15 Randomly throughout the year, students enrolled in grades 9-12 who participate in TSSAA-sanctioned
16 athletics, participate in school sponsored cheerleading, and receive a parking permit will be subject to
17 drug testing for illegal or banned substances.

18 Parent(s)/guardian(s) and students shall be informed of this policy prior to participation and shall sign
19 a consent to the drug testing and a release of information as a condition of participation.

20 No student who tests positive under a random drug testing program shall be suspended or expelled
21 from school solely as the result of the positive test.⁵ The Director of Schools shall develop procedures
22 for the Random Drug Testing Program.

23 PENALTIES

24 Malicious use of authority granted by this policy by any school personnel may be grounds for
25 dismissal.⁹

Legal References

1. TCA 49-6-4213(a)(1)
2. TCA 49-6-4213(a)(2)(g)
3. TCA 49-6-4213(a)(1)
4. TCA 49-6-4213(a)(2)
5. TCA 49-6-4213(k)(2)
6. TCA 49-6-4213(d)
7. TCA 49-6-4213(j)-(k)
8. TCA 49-6-4213(l)
9. TCA 49-6-4213(m)

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Students are to be dropped off at their school registered address. Any exceptions shall require written authorization from the Director of School/designee.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

- 1 Video surveillance shall be used only to promote the order, safety, and security of students, staff, and
- 2 property.
- 3 The Director of Schools is directed to develop procedures governing the use of video cameras in
- 4 accordance with the provisions of the law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

9 Violators of this section shall be expelled for a period of not less than ninety (90) days. The Director
10 of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

11 *Firearms*³ (State Zero Tolerance Statute)

12 In accordance with state law, any student who brings to school or is in unauthorized possession of a
13 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The
14 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
15 basis.⁴

16 **DRUGS AND ALCOHOL**

17 Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or
18 alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any
19 school-sponsored activity, function, or event, whether on or off school grounds. This includes but is
20 not limited to abuse of inhalants and prescription drugs.

21 Violators of this section shall be expelled for a minimum of ninety (90) days. The Director of Schools
22 shall have the authority to modify this expulsion requirement on a case-by-case basis.

23 *Drugs*⁴ (State Zero Tolerance Statute)

24 In accordance with state law, any student who unlawfully possesses any drug, including any controlled
25 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
26 event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools
27 shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

1 **ASSAULT (State Zero Tolerance Statute)**

2 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
 3 results in bodily injury⁶ upon any teacher, principal, administrator, any other employee of the school,
 4 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The
 5 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
 6 basis.⁴

7 **ELECTRONIC THREATS (State Zero Tolerance Statute)**

8 In accordance with state law, any student who transmits by an electronic device any communication
 9 containing a credible threat to cause bodily injury or death to another student or school employee and
 10 the transmission of such threat creates actual disruptive activity at the school that requires
 11 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
 12 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
 13 basis.⁴

14 **NOTIFICATION**

15 When it is determined that a student has violated this policy, the principal of the school shall notify the
 16 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
 17 law.⁷

Legal References

1. TCA 39-17-1309(b)
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

Cross References

Code of Conduct 6.300
 Drug-Free Schools 6.307
 Suspension/Expulsion/Remand 6.316

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

1 Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with
2 the operation of the school.

3 A dress code shall be developed at each school based on the guidelines listed below. Principals, faculty,
4 parents, and students shall be involved in the development of the school dress code. The dress code shall
5 be distributed to students and parents at the beginning of each school year and shall be available for
6 review at each school throughout the school year.

7 When a student is dressed in a manner which is likely to cause disruption or interference with the
8 operation of the school or in a manner that violates the developed guidelines, the principal shall take
9 appropriate action, which may include suspension.

10 **DRESS CODE GUIDELINES**

11 Apparel or appearance that tends to draw attention to an individual rather than to a learning situation
12 must be avoided. To help create the best learning environment for students, the following standards
13 for student dress shall be observed in all Maryville City Schools:

- 14 1. All clothing must be of appropriate length and fit in order to not be revealing or constitute a
15 health or safety risk to the student or others.
- 16 2. Pants must be worn at the waist, must be appropriately sized, and at a safe length. Tears, rips,
17 or holes must be below the tips of the fingers of an extended arm.
- 18 3. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must
19 have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff
20 visible. Low-cut blouses, shirts or tops, extremely tight tops, tube tops, or any top that exposes
21 cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
- 22 4. Undergarments must not be visible.
- 23 5. Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be
24 worn inside the school building.
- 25 6. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- 26 7. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display
27 (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually
28 suggestive images; nor should they promote products which students may not legally buy, such
29 as alcohol, tobacco, and illegal drugs.
- 30 8. Shorts and skirts must not be shorter than the tips of the fingers of an extended arm.

9. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.

10. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas, blankets; and (5) facial jewelry (including tongue piercing).

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits of decency, modesty, and safety. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions in special circumstances or occasions such as holidays, school-wide programs, or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student whose appearance or attire is not in accordance with the policy shall be subject to the consequences as defined by the school administration.

Legal References

1. TCA 49-1-302(j); TCA 49-6-4215(a)(1)

Cross References

Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Care of School Property	Descriptor Code: 6.311	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

- 1 Students shall help maintain the school environment, preserve school property, and exercise care while
2 using school facilities.
- 3 All district employees shall report all damage or loss of school property to the principal or his/her
4 designee immediately after such damage or loss is discovered. The principal or his/her designee shall
5 make a full and complete investigation of any instance of damage or loss of school property. The
6 investigation shall be carried out in cooperation with law enforcement officials when appropriate.
- 7 When the person causing damage or loss has been identified and the costs of repair or replacement
8 have been determined, the Director of Schools shall take steps to recover these costs. This may include
9 recommending the filing of a civil complaint in court to recover damages. If the responsible person is a
10 minor, recovery will be sought from the minor's parent or guardian.¹
- 11 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible
12 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's
13 parent(s)/guardian(s) has paid for the damages.² If a student and/or his/her parent dispute damages or
14 the amount of damages, the director of schools shall meet with them to discuss the matter. Within five
15 (5) days of the meeting, the director of schools shall notify the student and his/her parent of the final
16 decision.
- 17 When the minor and parent are unable to pay for the damages, the Director of Schools may meet with
18 the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between
19 the director and a parent, the student's grades, diploma, and/or transcripts shall be released. Such
20 sanctions shall not be imposed if the student is not at fault.

Legal References

1. TCA 37-10-101
2. TRR/MS 0520-01-03-.03(13)

Cross References

Visitors to the School 1.501
 Safety 3.201
 Security 3.205
 Community Use of School Facilities 3.206
 Student Fees and Fines 6.709

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 05/03/19
		Rescinds: 10.4	Issued: 06/11/18

- 1 Corporal punishment shall not be used as a disciplinary measure in any school.¹

Legal References

1. TCA 49-6-4104

Cross References

Code of Conduct 6.300
Student Records 6.600

Maryville City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

1 **DEFINITIONS:¹**

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to
4 avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 Any principal, principal-teacher, or assistant principal (herein called principal) may suspend/expel any
11 student from attendance at school or any school-related activity on or off campus or from attendance at
12 a specific class or classes or from riding a school bus, without suspending such student from attendance
13 at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

- 14 1. Willful and persistent violation of the rules of the school;
- 15 2. Immoral or disreputable conduct, including vulgar or profane language;
- 16 3. Violence or threatened violence against the person of any personnel attending or assigned to any
17 school;
- 18 4. Willful or malicious damage to real or personal property of the school or the property of any
19 person attending or assigned to the school;
- 20 5. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
- 21 6. Marking, defacing, or destroying school property;
- 22 7. Possession of a pistol, gun, or firearm on school property;³
- 23 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
- 24 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
25 obscene, or threatening language;

10. Unlawful use or possession of barbital or legend drugs, as defined in TCA 53-10-101;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Off-campus criminal behavior resulting in felony charges;
15. When behavior poses a danger to persons or property or disrupts the educational process; and
16. Any other conduct prejudicial to good order or discipline in any school.

If, as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.⁴

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:⁶

1. Unless the student's continued presence in the school, class, or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent(s)/guardian(s) has been contacted.
3. The principal shall notify the parent(s)/guardian(s) in writing of the suspension/expulsion and the cause for it.
4. The principal shall immediately give written or actual notice to the parent(s)/guardian(s) and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent(s)/guardian(s), the student or any person holding a teaching license who is employed by the school system if requested by the student.
5. The appeal from this decision shall be to a disciplinary hearing authority appointed by the board.

- 1 6. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the
- 2 student shall be permitted to take such final examinations or submit such required work as
- 3 necessary to complete the course of instruction for that semester, subject to conditions
- 4 prescribed by the principal.

Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309(b)
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415; Individuals with Disabilities Act Amendments of 1997 § 615

Cross References

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

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days.¹ The Board shall appoint members to the DHA which shall consist of five (5) licensed employees of the Board. Board members shall not serve on the DHA.

The Director of Schools shall appoint a chair of the DHA from the members appointed by the Board. The chair shall perform the following duties:

1. Set the time, place, and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.¹

Each hearing shall be conducted by at least three (3) members of the DHA. The DHA may take the following disciplinary actions:²

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to an alternative program; or
5. Suspend the student for a specified period of time.*

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.³

1 The notice of the hearing shall include a statement that, unless the student's parent or guardian requests
2 an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the
3 public.³

4 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or
5 assignment to alternative placement for a calendar year unless modified by the Director of Schools.

Legal References

1. TCA 49-6-3401(c)(4)(A)
2. TCA 49-6-3401(c) (5)
3. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316
Alternative School Programs 6.319
Student Records 6.600

Maryville City Board of Education			
Monitoring: Review: Biennially, in March	Descriptor Term: Admission of Suspended, Expelled, or Remanded Students	Descriptor Code: 6.318	Issued Date: 05/13/19
		Rescinds:	Issued:

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

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion/remandment from the former school system and make a recommendation to
- 6 the Board to approve or deny the request. If approved for enrollment, the Director of Schools shall
- 7 determine the school assignment.

- 8 The Board shall not deny enrollment beyond the length of the imposed suspension, expulsion, or
- 9 remandment.

- 10 If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board,
- 11 notify the Commissioner of Education of the decision.

- 12 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 13 suspended, expelled, or remanded from the former school system.¹

Legal References

1. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 05/13/19
		Rescinds: 10.4	Issued: 06/11/18

- 1 The Maryville City Schools Board of Education shall operate an alternative school program for students in
2 grades 6-12 who have been suspended or expelled from regular school programs.¹ Once a student has
3 enrolled in an alternative program, attendance shall be mandatory.
- 4 Students attending an alternative school shall provide their own transportation. The Director of Schools
5 may approve an exception to the transportation policy for documented hardship. The Director of Schools
6 shall develop procedures regarding the application and review process for transportation.
- 7 Teachers in alternative programs shall be certified by the state and shall be selected on the basis of interest
8 and ability to work in alternative situations.
- 9 Alternative school programs shall be operated in accordance with state laws and the rules of the State
10 Board of Education² and instruction shall proceed as nearly as practicable in accordance with the
11 instructional programs at the student's home school.
- 12 The student shall be subject to all rules of the alternative program and school district. Violations of such
13 rules may result in the student's removal from the alternative setting for the duration of the original
14 intended suspension or expulsion. Violation of rules shall not constitute grounds for extension of time
15 spent in the alternative program. The final decision on such removal shall be made by the administrator of
16 the alternative program and the Director of Schools.
- 17 Students found to be eligible for special education and/or 504 services shall be placed and served in
18 accordance with the law and rules relating to such services.
- 19 **TRANSITION PLANS³**
- 20 The Director of Schools/designee shall develop procedures regarding the implementation of transition plans
21 for the integration of students entering and exiting the program.
- 22 The Director of Schools/designee is authorized to develop appropriate procedures to implement this policy
23 and to ensure compliance with relevant state laws and regulations.

Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

Cross References

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Promoting Student Welfare	Descriptor Code: 6.400	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Director of Schools shall develop procedures, programs, and plans to promote and protect the
2 health and welfare of students. These should provide, at a minimum, for the following:¹

- 3 1. A student guidance/school counseling program;
- 4 2. Student health services, including the administration of medications;
- 5 3. Student psychological services;
- 6 4. Student wellness plans;² and
- 7 5. Student social services.

8 The development of these programs and the scope of the services provided shall be consistent with
9 state law and regulations.

Legal References

1. TRR/MS 0520-01-03-.08(1)
2. TCA 49-6-1022; SBOE Policy 4.204

Cross References

Advanced College Placement 4.203
Enrollment in College Level Courses 4.205
Graduation Requirements 4.605
Student Suicide Prevention 6.415

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001 Rescinds:	Issued Date: 05/13/19 Issued:
--	---	--	--

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The Director of Schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.¹

Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials.¹ Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their child out of participation.

The Director of Schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.¹

No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:^{1,2}

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking³

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/guardian.

The collection of the following student data is strictly prohibited:⁴

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

1 COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵

2 In general, the district will not collect, disclose, or use personal student information for the purpose of
3 marketing or selling that information or otherwise providing that information to others for that purpose.

4 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at
5 least annually at the beginning of the school year of the specific or approximate dates when such
6 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to
7 collect personal information for the purpose of marketing or selling that information before the
8 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of
9 appropriate age may decline to provide the information requested.

10 This portion of the policy does not apply to the collection, disclosure, or use of personal information
11 collected from students for the exclusive purpose of developing, evaluating, or providing educational
12 products or services for or to students or educational institutions to the extent allowed by law, such as
13 the following:

- 14 1. College or other postsecondary education recruitment or military recruitment;
- 15 2. Book clubs, magazines, and programs providing access to low-cost literary products;
- 16 3. Tests and assessments used by elementary schools and secondary schools to provide
17 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
18 students (or to generate other statistically useful data for the purpose of securing such tests
19 and assessments) and the subsequent analysis and public release of the aggregate data from
20 such tests and assessments;
- 21 4. The sale by students of products or services to raise funds for school-related or education
22 related activities; or
- 23 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 05/13/19
		Rescinds: 10.5	Issued: 11/14/16

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time² and
- 4
- 5 2. Participation as a member of any athletic team or in any other strenuous physical activity
- 6 program.³

7 Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on

8 file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health

10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates

11 a condition that might interfere or tend to interfere with their student's progress.

12 In general, the school district will not conduct physical examinations of a student without parental

13 consent or by court order, unless the health or safety of the student or others is in question.⁴

14 **IMMUNIZATIONS**

15 No students entering school, including those entering kindergarten or first grade, those from out-of-state,

16 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,

17 as determined by the Commissioner of Public Health.^{2,5} It is the responsibility of the

18 parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the

19 school which the student is to attend.⁵

20 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any student

21 whose parent/guardian files with school authorities a signed, written statement that such measures

22 conflict with his/her religious tenets and practices or due to medical reasons if the student has a written

23 statement from his/her doctor excusing him/her from such immunization.⁶

24 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

25 A list of transfer students shall be kept at each school in order that their records may be monitored by

26 the Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-1-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a), (c)
6. TCA 49-6-5001(b)(2)

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Communicable Diseases	Descriptor Code: 6.403 Rescinds:	Issued Date: 05/13/19 Issued:
---	---	---	--

1 No student shall be denied an education solely because of a communicable disease, and his/her educational
 2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

3 Parent(s)/guardian(s) of infected students shall inform appropriate school officials of the infection so that proper
 4 precautions for the protection of other students, employees, and the infected student shall be taken.

5 No student with a communicable disease which may endanger the health of either himself/herself or other
 6 individuals shall enter or remain in the regular school setting.^{1,2} If a principal has reason to believe a student has
 7 a communicable disease which may endanger the health of either himself/herself or other individuals in the regular
 8 school setting, the principal shall:

9 1. Assign the student to a setting which will protect other students, employees, and the student or

10 2. Exclude the student from school until certification is obtained from a physician or the County Health
 11 Department by either the parent/guardian or principal stating that the disease is no longer communicable.

12 If the principal has reason to believe that the student has a long-term communicable disease, the principal must
 13 require confirmation from a physician or the County Health Department as to the student's condition. If the student
 14 is confirmed to have a long-term communicable disease, the principal shall refer the student for special education
 15 services.¹

16 The principal may request that further examinations be conducted by a physician or the County Health Department
 17 and may request periodic re-examinations after the student has been readmitted to the school.² Expenses incurred
 18 from examinations requested by school officials shall be paid by the Board.

19 The names of all students excluded from school under this policy shall be forwarded to the office of the Director
 20 of Schools.
 21

Legal References

1. TRR/MS 0520-01-03-.08(2)(c)
2. TCA 49-2-203(b)(2)

Cross References

Special Education 4.202
 Homebound Instruction 4.206

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 The educational program for a student with head lice infestation shall be restricted only to the extent
- 2 necessary to minimize the risk of transmitting the infestation.
- 3 It shall be the responsibility of the principal or school nurse to notify the parent(s)/guardian(s) in the
- 4 event a student has pediculosis (head lice). A letter shall be sent home with the student to explain the
- 5 condition, requirements for readmission, and deadlines for satisfactory completion of the treatment.
- 6 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has
- 7 been treated for pediculosis (head lice). This evidence may include but not be limited to:
- 8 (1) Proof of treatment with a pediculicide product (head lice shampoo) or
- 9 (2) Satisfactory examination by a school health official.
- 10 Treatment and prevention procedures shall be developed by the Director of Schools in consultation with
- 11 the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to
- 12 the parent/guardian of any student that has pediculosis.
- 13 Any subsequent incidents of head lice for a student during the school year shall require submission of
- 14 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.
- 15 A student shall be expected to have met all requirements for treatment and return to school no later than
- 16 one (1) day following exclusion for head lice. All days in excess of the allowable period shall be marked
- 17 as unexcused absences and referred to the attendance supervisor at the proper time.

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date: 05/13/19
		Rescinds: 10.5	Issued: 11/14/16

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the sole basis of HIV
4 infection. To the extent practical with medical and educational needs, the student shall be subject to the
5 same rules for class assignment, privileges, and participation in any school-sponsored activities as all
6 other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.¹

9 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

10 If a student's parent(s)/guardian(s) choose to disclose the student's HIV status, all matters pertaining to
11 that student shall be directed by procedures initiated by the Director of Schools.

12 The Director of Schools shall be responsible for requesting medical records from the parent/guardian
13 and a statement from the student's physician regarding health status of the student reported to have
14 HIV/AIDS. In addition, the Director of Schools shall gather information regarding the student's
15 cumulative school record.

16 **CONFIDENTIALITY**

17 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
18 individual or group without the written consent of the parent/guardian. All medical information and
19 written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept
20 by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18),
21 access to this file shall be granted only to those persons who have the written consent of the infected
22 student's parent(s)/guardian(s).

23 Under no circumstances shall information identifying a student with AIDS be released to the public.^{2,3}

24 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

25 In determining the educational placement of a student known to be infected with HIV, school authorities
26 shall follow established policies and procedures for students with disabilities. School authorities shall
27 reassess placement if there is a change in the student's need for accommodations or services.

1 HIV PREVENTION EDUCATION/CURRICULUM⁵

2 The district shall adhere to the Tennessee Department of Education K-8 Health Education Standards and
 3 Lifetime Wellness Standards addressing HIV/AIDS prevention education. Parent(s)/guardian(s) shall
 4 have an opportunity to preview all HIV/AIDS prevention curricula and materials in accordance with the
 5 provisions of the Family Life Curriculum.

6 Students shall have access to voluntary and confidential counseling about matters related to HIV.
 7 Administrators shall maintain a list of counseling and testing resources for student use.

8 INFECTION CONTROL

9 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based
 10 infection control plan in which each school will provide for:

- 11 1. Well-maintained and easily accessible materials necessary to follow universal precautions and
- 12
- 13 2. Designate first responders responsible for implementing infection control guidelines, including
- 14 investigating, correcting, and reporting on instances of exposure.

15 All schools shall further follow the most current Centers for Disease Control and Prevention (CDC)
 16 Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B
 17 Virus, and Other Blood Borne Pathogens in Health Care Settings and the OSHA blood borne pathogens
 18 standard.⁴

19 The Director of Schools shall develop procedures to implement this policy as well as the State Board of
 20 Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁵

Legal References

1. TRR/MS 0502-01-03-.08(2)(g)
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. TRR/MS 0520-01-03-.05(1)(c)
5. State Board of Education Policy 5.300

Cross References

Section 504 & ADA Grievance Procedures 1.802
 Special Education 4.202
 Homebound Instruction 4.206
 Student Records 6.600

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/13/19
		Rescinds:	Issued:

If under exceptional circumstances, a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.¹

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's or nurse's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and

6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS²

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY⁴

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training.
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 05/13/19
		Rescinds:	Issued:

1 *General*

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

8 **PARENTAL NOTIFICATION**

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

11 **PROCEDURES**

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

Legal References

1. State Board of Education Policy 4.205

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 Employees who are directly responsible for a student's education or who otherwise interact within the
2 scope of their assigned duties may relocate a student from the student's present location to another
3 location when such relocation is necessary for the student's safety or the safety of others.¹ Such
4 employees may also intervene in a physical altercation between two or more students or between a
5 student and a district employee. Reasonable force may be used to physically relocate or intervene in a
6 conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the
7 use of reasonable or justifiable force as required, the student shall be allowed to remain in place until
8 such a time as local law enforcement officers or school resource officers can be summoned to relocate
9 the student or take the student into custody until such a time as a parent/guardian can retrieve the student.
- 10 In the event that physical relocation becomes necessary, the employee shall immediately file a brief
11 report of the incident with the building principal. If the student's behavior constitutes a violation of the
12 Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise,
13 the report shall be kept in the student's discipline record and not become a part of that student's permanent
14 record. The principal/designee shall notify the teacher involved of the actions taken to address the
15 behavior of the relocated student.
- 16 The Director of Schools shall create procedures to implement this policy consistent with state law. Each
17 building principal shall fully support the employees' authority under this policy and fully implement the
18 policy and procedures of the system.

Legal References

1. TCA 49-6-4008
2. TCA 39-11-603, 609-614

Cross References

Code of Conduct 6.300

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 05/13/19
		Rescinds: 10.5	Issued: 11/14/16

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.¹ If personnel know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the chief law-enforcement official where the child resides.²

The report shall include, to the extent known by the reporter:³

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

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.⁴

Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe that the parent/guardian may be the perpetrator or in any way responsible for abuse.⁵

The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.⁶

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations⁷ including permitting child abuse review teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Emergency Contact Information	Descriptor Code: 6.410	Issued Date: 05/13/19
		Rescinds: 10.5	Issued: 11/14/16

1 Parent(s)/guardian(s) of all students shall provide the schools with emergency contact information which
2 shall contain the following information:

- 3 1. Parents'/guardians' location and phone numbers during the school day;
- 4 2. The name, address, and phone number of the student's physician(s);
- 5 3. Directions in the event that medical treatment is needed; and
- 6 4. Information concerning a student's particular physical disability or medical condition.

7 This information shall be required annually and shall be kept on file in the principal's or designee's
8 office.

9 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to
10 render first-aid or ensure that it is rendered.

11 In the event of serious injury or illness to a student, the parent(s)/guardian(s) shall be notified as whether
12 to pick up the student at school or meet the student at the hospital. If the parent(s)/guardian(s) cannot
13 be reached, the student shall be transported to the hospital emergency room, and the physician identified
14 by the parent(s)/guardian(s) on the emergency medical authorization form shall be notified of the
15 accident. Efforts to notify the parent(s)/guardian(s) shall continue until they are reached.

16 Principals shall inform the Director of Schools immediately of any serious injuries suffered by students
17 while under the jurisdiction of the school.

18 Parent(s)/guardian(s) who object to the procedures contained in this policy shall submit to the principal
19 a written emergency plan for his/her approval.

20 The Director of Schools shall develop forms and procedures to implement this policy.

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Wellness	Descriptor Code: 6.411 Rescinds: 10.14	Issued Date: 05/13/19 Issued: 11/14/16
--	---	---	---

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2, 3}

A school district health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity policies shall be used as guidance by the council to make recommendations. The Board will consider recommendations of the council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, community members, and administrators.² The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The Director of Schools/designee will ensure compliance with the school wellness policy, to include an

assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.^{4,5,6}

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

DISTRICT GOALS

The district will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.⁷

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.⁸

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM³

All applicable courses of study should be based on State-approved curriculum standards.

1 SCHOOL HEALTH INDEX³

- 2 All schools within the district shall biennially administer a baseline assessment on each of the three
3 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
4 Council and reported to the State Department of Education.

5 RECORD KEEPING COMPLIANCE

- 6 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
7 compliance with community involvement requirements are maintained. The Coordinated School
8 Health Coordinator shall additionally document that the school wellness policy and triennial
9 assessments are made available to the public.⁹

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
7. Public Acts of 2018, Chapter No. 976
8. TCA 49-6-1021
9. 7 C.F.R. § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Director of Schools shall develop and maintain an emergency allergy response plan that meets state
2 guidelines for managing students with life-threatening allergies. The Plan shall include measures to
3 reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall
4 include, but are not limited to: education and training of personnel, record keeping/documentation,
5 development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that
6 include strategies to reduce exposure to allergens.¹

7 Using the state food allergy guidelines plan as a guide, the Director of Schools shall also develop a
8 process to identify all students with food allergies and develop and implement an individualized health
9 care plan (IHCP) with an allergy action plan for each specific student.²

10 **EPINEPHRINE AUTO-INJECTORS**

11 The Maryville City Board of Education believes schools should be prepared to treat allergic reactions
12 in the event a student's personal epinephrine auto-injector is not available or the student is having a
13 reaction for the first time.

14 Each school shall maintain epinephrine auto-injectors in at least two (2) unlocked, secure locations
15 including, but not limited to, the school clinic/office and the school cafeteria, so they may be
16 administered to any student believed to be having a life-threatening allergic or anaphylactic reaction.

17 In the event of such a reaction, the school nurse or other trained school personnel may utilize these
18 epinephrine auto-injectors to respond, under a standing protocol from a physician.

19 The Director of Schools/designee is authorized to seek the auto-injectors through a prescription written
20 to Maryville City Schools. Upon the issuance of the auto-injectors, the Director of Schools shall
21 ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. TCA 49-50-1602(f)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* (Tennessee Department of Education and Tennessee Department of Health, 2014)

Cross References

Medicines 6.405

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Prevention and Treatment of Sports- Related Concussions	Descriptor Code: 6.413	Issued Date: 05/13/19
		Rescinds: 9.7	Issued: 02/13/18

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of sports related concussions. The Board recognizes that concussions can be a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING¹

The Director of Schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the Director of Schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older, or by the student athlete's parent(s)/guardian(s), if the athlete is younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the Director of Schools/designee for a period of three (3) years.

1 Removal from Athletics¹

2 Any student athlete who shows signs, symptoms, and/or behaviors consistent with a concussion during
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
4 professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and
8 received written clearance on forms approved by the Department of Health from a licensed health care
9 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor
10 (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a
11 physician's assistant (P.A.) with concussion training who is a member of a health care team supervised
12 by a Tennessee licensed medical doctor or osteopathic physician.²

13 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
14 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
15 observed.

16 The Director of Schools/designee shall ensure that all protocols approved by the Tennessee
17 Department of Health or required by law relative to the provisions of this policy are followed and
18 implemented within each school.

Legal References

1. TCA 68-55-502
2. TCA 68-55-501

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Prevention and Treatment of Sudden Cardiac Arrest	Descriptor Code: 6.414	Issued Date: 05/13/19
		Rescinds:	Issued:

Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of sudden cardiac arrest. The Board recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING¹

The Director of Schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *National Federation of State High School Association's Elective Course – Sudden Cardiac Arrest* online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older, or by the student athlete's parent(s)/guardian(s), if the athlete is younger than eighteen (18) years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program and signed
2 sudden cardiac arrest information sheets shall be maintained by the Director of Schools/designee for a
3 period of three (3) years.

4 **Removal from Athletics¹**

5 Any student athlete who shows signs, symptoms, and/or behaviors consistent with sudden cardiac
6 arrest during or after an athletic activity or competition shall be immediately removed for evaluation
7 by a licensed healthcare professional, if available, and if not, by a coach or other designated
8 individuals. Signs, symptoms, and/or behaviors include but are not limited to: passing out, fainting,
9 unexplained shortness of breath, chest pains, dizziness, racing heart rate, and extreme fatigue.

10 Student athletes who have been removed from an athletic activity or competition shall not return to any
11 supervised team activities involving physical exertion, including games, competitions, or practices,
12 until the student athlete has been evaluated by and received written clearance on forms approved by the
13 Department of Health from a licensed health care provider for a full or graduated return.

Legal References

1. TCA 68-6-101, et seq.

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415 Rescinds: 10.5	Issued Date: 05/13/19 Issued: 11/14/16
--	---	--	---

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help. This policy corresponds with and supports state and local efforts to provide leadership in establishing prevention, intervention, and postvention procedures.

PREVENTION¹

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the Director of Schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

The Director of Schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

INTERVENTION¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal/designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal/designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal/designee shall contact the Director of Schools/designee as soon as practicable.

Prior to contacting the student's parent/guardian, the Director of School/designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.²

1 The Director of Schools/designee will seek parental permission to communicate with outside mental
2 health care providers regarding a student. If the student is under the age of eighteen (18) and the
3 parent/guardian refuses to seek appropriate assistance, the Director of Schools/designee shall contact
4 the Department of Children's Services.²

5 The Director of Schools/designee shall ensure the student is under adult supervision until a
6 parent/guardian or other authorized individual accepts responsibility for the student's safety.

7 Prior to a student returning to school, the Director of Schools/designee shall meet with the student's
8 parent/guardian and student, if appropriate. The parent/guardian shall provide documentation from a
9 mental health care provider stating that the student has received care.

10 **POSTVENTION¹**

11 Immediately following a student suicide death, a Crisis Team consisting at a minimum of the Director
12 of Schools, school principal, school counselor(s), and mental health professionals shall meet and
13 implement a Crisis Management plan. The Crisis Management plan shall outline student support
14 services and information on the resources available to students and staff.

15 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
16 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
17 will immediately review suicide warning signs and reporting requirements. The Director of
18 Schools/designee shall be responsible for all media inquiries.

Legal References

1. TCA 49-6-1901, et seq.
2. TCA 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 05/13/19
		Rescinds: 10.3	Issued: 11/14/16

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.¹

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.²

Students receiving special education services shall not be restrained, except as permitted by state law and regulations.^{3,4} The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.⁴

Legal References

1. TCA 49-10-103(c), (e)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 to 1307
4. TRR/MS 0520-01-09-.23

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative School Programs 6.319

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 05/13/19
		Rescinds: 10.16	Issued: 06/11/18

A homeless student shall have equal access to the same free and appropriate public education as provided to other children and youths.¹

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.²
Homeless students include:²

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines.³ Parents/guardians are required to submit contact information to the district's homeless coordinator.³

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.⁴ School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.⁴

Placement shall be determined based on the student's best interest.⁵ At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth.⁶ When determining placement, student-centered factors, including, but not limited to, impact of mobility on achievement, education, health, and safety, shall be considered.⁶ The

choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.⁷

If it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the Director of Schools/designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth.⁶ The written explanation shall include a statement regarding the right to appeal the placement decision.⁶ If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.⁸ Upon notice of an appeal, the Director of Schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.⁸

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record and shall not be considered directory information.⁹

SERVICES¹⁰

The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The Director of Schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school of origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;

7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and

8. Unaccompanied youth are enrolled and informed of their status as independent students.

The Director of Schools shall develop procedures to ensure that homeless students are recognized administratively, and that the appropriate and available services are provided for these students. The Director of Schools shall ensure professional development is provided to school personnel providing services to homeless students.

Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(D)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
 Parent and Family Engagement 4.502
 Promotion and Retention 4.603
 School Admissions 6.203
 Student Assignments 6.205
 Transfers Within the System 6.206
 Migrant Students 6.504

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Migrant Students	Descriptor Code: 6.504	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 The Board directs the administration to identify migratory students in the district, as required by law,
- 2 and to develop written administrative procedures for ensuring that migrant students receive services for
- 3 which they are eligible. In developing and implementing a program to address the needs of migratory
- 4 students, the district will:¹
- 5 1. Identify migratory students and assess the educational and related health and social needs of each
- 6 student;
- 7 2. Provide a full range of services to qualifying migrant students including applicable Title I programs,
- 8 special education, gifted education, vocational education, language programs, counseling programs,
- 9 elective classes, fine arts classes, etc.;
- 10 3. Provide migratory students with the opportunity to meet the same statewide assessment standards
- 11 that all students are expected to meet;
- 12 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their
- 13 families and professional development for district staff; and
- 14 5. Provide parent(s)/guardian(s) an opportunity to participate in the program.
- 15 If a migrant student is identified by the district, the Director of Schools/designee shall notify the
- 16 Tennessee Department of Education and request assistance if needed.

Legal References

1. 20 USCA §§ 6318, 6391, 6399

Cross References

School Admissions 6.203
Homeless Students 6.503

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: 05/13/19
		Rescinds:	Issued:

1 The Maryville City School District shall provide all students in foster care, including those awaiting
2 foster care placement, with a free and appropriate public education.

3 **ENROLLMENT**

4 Students in foster care, including those awaiting foster care placement, shall be immediately enrolled,
5 even if the student is unable to produce records normally required for enrollment (i.e. academic records,
6 immunization records, health records, proof of residency) or missed the district's application or
7 enrollment deadlines.¹

8 **PLACEMENT**

9 The district and the child welfare agency shall determine whether placement in a particular school is in
10 a student's best interest. Other parties, including the student, foster parents, and biological parents (if
11 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school
12 staff members shall participate in the best interest decision process. This determination shall be made as
13 quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.² For
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement
18 change if the student is already placed in foster care.³

19 When determining placement, student-centered factors including, but not limited to, the following shall
20 be considered:

- 21 1. Preferences of the student;
- 22
- 23 2. Preferences of the student's parent(s) or education decision maker(s);
- 24
- 25 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 26
- 27 4. Placement of the student's siblings;
- 28
- 29 5. Influence of the school climate on the student, including safety;
- 30
- 31 6. Availability and quality of the services in the school to meet the student's educational needs;

7. History of school transfers and how they have impacted the student;
8. How the length of the commute would impact the student;
9. Whether the student is receiving special education and related services, and if so, the availability of those required services in a school other than the school of origin; and
10. Whether the student is an English learner and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

Transportation costs should not be considered when determining a student's best interest.

If it is not in the student's best interest to attend the school of origin, the Director of Schools/designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.² Until the dispute is resolved to the extent feasible, the student shall remain in his/her school of origin.²

TRANSPORTATION^{3,4}

The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

The Director of Schools shall develop administrative procedures to provide for transportation of students in foster care.⁵ These procedures shall ensure that:

1. Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and
2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if:
 - a. The local child welfare agency agrees to reimburse the district for the cost of such transportation;
 - b. The district agrees to pay for the cost; or
 - c. The district and local child welfare agency agree to share the cost.⁴

The district will ensure that a student in foster care, including a student awaiting foster care placement, remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

Legal References

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

Cross References

Attendance 6.200
School Admissions 6.203
Student Assignments 6.205
Transfers Within the System 6.206

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 05/13/19
		Rescinds: 10.10	Issued: 11/14/16

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.²

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;⁵
2. If the disclosure is an item of directory information;⁶

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;⁷
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school district;⁸
5. When the school district has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁹
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹⁴
11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;¹⁵
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁷

1. A specification of the records to be released;

2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.¹⁸

The record will include at least:¹⁸

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601 Rescinds:	Issued Date: 05/13/19 Issued:
--	--	---	--

Within the first three (3) weeks of each school year, the school district shall notify parent(s)/guardian(s) of students and eligible students* of each student's privacy rights.¹ For students enrolling after the above period, this information shall be given to the student's parent(s)/guardian(s) or the eligible student at the time of enrollment.² The notice shall include the right of the student's parent(s)/guardian(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school district violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records; and
5. Exercise control over other people's access to the records, except when prior written consent is given or under circumstances as provided by law or regulations or where the school district has designated certain information as "directory information." Parent(s)/guardian(s) of students or eligible students have two (2) weeks after notification to advise the school district in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s)/guardian(s) or the eligible student.

DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.³

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.⁴

- 1 **The student becomes an “eligible student” when he/she reaches age eighteen (18) or enrolls in a*
2 *post-secondary school, at which time all of the above rights become the student’s rights.⁵*

Legal References

1. 34 CFR §§ 99.4, 99.7; TCA 49-1-703
2. 34 CFR § 99.7
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 USCA § 503(c)
5. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

Cross References

Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 05/13/19
		Rescinds:	Issued:

1 **INSPECTION PROCEDURE**

2 Parent(s)/guardian(s) of students and eligible students* may inspect and review the student's education
3 records upon written request.¹

4 Parent(s)/guardian(s) or eligible students shall submit to the records custodian a request which identifies
5 as precisely as possible the record(s) to inspect, and this inspection must be completed within forty-five
6 (45) days from the receipt of the request.

7 The right to inspect and review educational records includes the right to a response from school officials
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the
9 parent/guardian has the authority to inspect and review records relating to his/her child unless the school
10 district has been advised that the parent/guardian does not have the authority under applicable state law
11 governing guardianship, separation, and divorce.²

12 When a record contains information about a student other than the parent/guardian's child or the eligible
13 student, the parent(s)/guardian(s) or eligible student may not inspect and review that information.²

14 **FEEs FOR COPIES³**

15 A reasonable fee for copies provided to parent(s)/guardian(s) or eligible students shall be determined by
16 the Director of Schools. If the fee represents an unusual hardship, it may be waived in part or entirely by
17 the records custodian.

18 **CORRECTION PROCEDURES**

19 Parent(s)/guardian(s) of students or eligible students may seek to change any part of the student's record
20 they believe to be incorrect.⁴ The Director of Schools shall develop an acceptable procedure to establish
21 an orderly process to review and potentially correct an education record.

22 **The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-
23 secondary school, at which time all of the above rights become the student's rights.*

Legal References

1. 34 CFR §§ 99.3, 99.10; TCA 49-1-704
2. 34 CFR § 99.4
3. 34 CFR § 99.11
4. 34 CFR §§ 99.20, 99.21, 99.22

Cross References

Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Media Access to Students	Descriptor Code: 6.604	Issued Date: 05/13/19
		Rescinds:	Issued:

- 1 School administrators shall be authorized to grant permission and set parameters for media access to
- 2 students in their respective schools. Media representatives shall be required to report to the
- 3 administration for prior approval before accessing students involved in instructional programs and
- 4 activities not attended by the general public. The media may interview and photograph students involved
- 5 in instructional programs and school activities including athletic events, but such media access shall not
- 6 be unduly disruptive.
- 7 Each year, parent(s)/guardian(s) shall be given the option to withhold permission for public news media
- 8 interviews or photographs of their child at school.
- 9 Specific parent/guardian permission shall be obtained if the story or photograph covers topics of a
- 10 sensitive nature.
- 11 If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or
- 12 videotaping, prior written consent/release/waiver shall be obtained from the student's parent/guardian.
- 13 District employees may release student information to the media only in accordance with applicable
- 14 provisions of the education records law and board policies governing directory information and
- 15 personally identifiable information.¹

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)

Cross References

News Releases, News Conferences, and Interviews 1.503

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Fees and Fines	Descriptor Code: 6.709	Issued Date: 05/13/19
		Rescinds: 10.11	Issued: 11/14/16

1 **FEES¹**

2 School fees are defined as follows:

- 3 1. Fees for activities that occur during regular school hours, including field trips;
- 4 2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
- 5 3. Equipment and supplies required to participate in interscholastic athletics and marching band, if
- 6 taken for credit;
- 7 4. Fees or tuition for courses taken for credit or grade during summer school;
- 8 5. Fees required for graduation ceremonies;
- 9 6. Fees for a copy of the student's records; and
- 10 7. Refundable deposits for locks or other security devices required for protection of school
- 11 property when used in conjunction with courses taken for credit or a grade.

12 School fees are not:

- 13 1. Fines for overdue library books;
- 14 2. Fines for the abuse of school parking privileges and other school rules developed for the safe
- 15 and efficient operation of the school;
- 16 3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school
- 17 property;
- 18 4. Charges for debts owed the school;
- 19 5. Refundable deposits for locks or other security devices required for protection of school
- 20 property when used in not-for-credit extracurricular activities;
- 21 6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
- 22 7. Tuition for non-resident students.

23 No fee will be charged any student as a condition to attending school, but students shall be responsible

24 for normal school supplies, such as pencils and paper.

25 School fees shall be waived for students who receive free or reduced-price school lunches.¹ The

26 application for determining eligibility for free or reduced-price lunches on a form supplied by the State

27 Department of Education shall be used to verify student eligibility for fee waivers.

28 At the beginning of the school year, each principal shall be responsible for providing to all students

29 and their parents or guardians written notice of the required student fees and the process for fee waiver

30 for students who receive free or reduced-price lunches. The parent or guardian of an eligible student

31 must sign the appropriate application for free or reduced-price lunches and the waiver of school fees,

32 but may pay for all or a portion of the school fees.

The parent or guardian of a student not eligible for free or reduced-price lunches who does not desire to or is not financially able to pay the aforementioned fees, may notify the Principal of the school at which their child is enrolled that they desire for fees assessed to their child be waived. The "request for fee waiver" shall be made on a form that will be available at each school.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed. The Director of Schools shall be responsible for maintaining copies of all correspondence relating to this program.

FINES²

The Principal shall be responsible for notifying students of any unpaid fines prior to the end of the semester or graduation.

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma, or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district may provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-03-.03(12)
2. TCA 37-10-101, 102

Cross References

Revenues 2.400
Textbooks 4.401
Graduation Activities 4.606
Care of School Property 6.311

- 10.6 Student Activities
- 10.7 Student Volunteers – School Service
- 10.8 Solicitation of Students
- 10.9 Awards and Scholarships
- 10.12 Student Evaluation
- 10.15 Heat Illness Prevention

SHUTTER MASTERS**CONTRACT
QUOTE**
SHUTTERMASTERS
 blinds • shutters • shades

8659843153

cwallace@shuttermasters.com
 1409 Montvale Station Rd
 Maryville, TN 37803

 Foothills Elementary School
 520 Sandy Springs Rd
 Maryville, TN 37803

Description	Quantity	Unit Price	Cost
Graber 5% Solar Shades	155		\$ 26,018
Color - Cafe Dopio			
Stand weave			
No fascia			
		Subtotal	\$ 26,018
Tax exempt	Tax	0.00%	\$ 0
		Total	\$ 26,018

A 50% Deposit is required to place the order, the final balance is due upon installation

Deposit \$13,009.00

Balance \$ 13,009.00



QUOTE

Scholastic Inc., P.O. Box 7502, Jefferson City, MO 65102-9968 Phone: (800) 724-2222 Fax: (800) 560-6815

Prepared for:	Prepared by:	Date: 3/28/2019
Maryville, TN	Administrator	
	tabrahams@scholastic.com	

Description or Title	SPC	ISBN #	Unit Price	QTY	Subtotal	Total
Scholastic Literacy K-3 Grades Comprehensive Package for 6 Year Adoption						
Scholastic Literacy K-3 Program Whole Group, Independent Learning Modules and Next Steps Guided Reading Assessment		SL K-3 WG/IL	\$210.42	1,670	\$351,401.40	\$351,401.40
Leveled Bookroom 4.0 Grades K-3	3KV	821700	\$21,735.00	3	\$65,205.00 10%	\$58,684.50
SubTotal					\$416,606.40	\$6,520.50
Complimentary Offering						
Shelves (12 Bookcases)	2GA	526161	\$2,400.00	1	\$2,400.00	\$0.00
White Glove Service-Setup of Bookshelves and K-3 Level Bookrooms in each school			\$3,999.00	1	\$3,999.00	\$0.00

Scholastic Literacy Pricing Assumptions and Inclusions:

- ~ Pricing based on district provided enrollment of 1670 students across 3 schools in Maryville School District. Enrollment is estimate for quotation purposes. Actual price may change based on actual student and class counts.
- ~ Professional Learning included at 2.5 days (limit 30 teachers per school) with the assumption that the professional learning days will be scheduled consecutively and if all modules are purchased as quoted.
- ~ Whole Class, Next Steps Guided Reading Assessment and Independent Learning Modules for all classrooms and 1 K-3 Leveled Bookroom per school.
- ~ Price per student includes 6 year subscriptions to Scholastic Literacy digital programs and 6 years of student resource materials for 1670 students.
- ~ Digital subscriptions include Ooka Island, Literacy Pro, W.O.R.D, Next Steps Guided Reading Assessment 2.0 as well as Leveled Bookroom Accelerator and the Teacher HUB
- ~S&H based on physical materials only and includes inside delivery to each school

Subtotal	\$423,005.40	\$12,919.50	\$410,085.90
		Shipping & Handling	\$0.00
		Sales Tax	\$0.00

Prices Valid For 90 Days

For questions please contact:

Felicia Fowler, EdD

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Courses are priced to not exceed attendance of 30 teachers unless otherwise noted. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in

Description or Title	SPC	ISBN #	Unit Price	QTY	Subtotal	Total
Account Executive Scholastic Education 901-201-7174 (mobile) ffowler@scholastic.com						
					TOTAL	\$410,085.90

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Courses are priced to not exceed attendance of 30 teachers unless otherwise noted. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in

Scholastic Education
2315 Dean Street, Ste 600
St. Charles, IL 60175
(Ph) (800) 387-1437, (Fax) 877-242-5865

Number STCQ9471
Date Mar 8, 2019

Sold To:**Maryville City Schools**

Amy Vagnier
833 Lawrence Ave
Maryville, TN 37803
ACCT #37803008

Phone 865-982-7121

Fax

Email

Ship To:**John Sevier Elementary**

2001 Sequoyah Ave
Maryville, TN 37804
ACCT #37803008

Phone 865-983-8551

Fax

Email

4KW-10% Discount on Text Sets
Free Shipping Approved Per Stacy Muir

P.O. Number		Prepared By:		Ship Via		Terms	
Item #	Qty	Description		Unit List	Disc %	Unit Price	Ext. Price
4KW 822546	7	Text Set Complete Grade K		\$1,645.00		\$1,480.50	\$10,363.50
4KW 822540	7	Text Set Complete Grade 1		\$1,875.00		\$1,687.50	\$11,812.50
4KW 822541	7	Text Set Complete Grade 2		\$1,675.00		\$1,507.50	\$10,552.50
4KW 822542	7	Text Set Complete Grade 3		\$1,780.00		\$1,602.00	\$11,214.00

PLEASE SEND PO'S TO KAREN BOZARTH VIA EMAIL OR FAX
THANK YOU

Karen Bozarth
Inside Account Manager
Scholastic Classroom Books
kbozarth@scholastic.com
1-800-387-1437 ext. 6227
FAX: 1-877-242-5865

SubTotal	\$43,942.50
Tax	\$0.00
Shipping	\$0.00
Total	\$43,942.50

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase. Courses are priced to not exceed attendance of 30 teachers unless otherwise noted. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in any way copied, excerpted, reproduced or distributed without the prior written consent of Scholastic. Participants must also refrain from using their cell phones and other electronic devices during the presentation of the Services. To ensure the quality of the Services for other Participants, Participants may be asked to leave if they engage in this activity. Further, they may be prohibited from participating in future Scholastic programs. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental

Scholastic Education
2315 Dean Street, Ste 600
St. Charles, IL 60175
(Ph) (800) 387-1437, (Fax) 877-242-5865

Number STCQ9470
Date Mar 8, 2019

Sold To:

Maryville City Schools
Amy Vagnier
833 Lawrence Ave
Maryville, TN 37803
ACCT #37803008

Phone 865-982-7121
Fax
Email

Ship To:

Foothills Elementary
520 Sandy Springs Rd
Maryville, TN 37803
ACCT #37803008

Phone 865-681-0364
Fax
Email

4KW-10% Discount on Text Sets
Free Shipping Approved Per Stacy Muir

P.O. Number		Prepared By:	Ship Via		Terms	
Item #	Qty	Description	Unit List	Disc %	Unit Price	Ext. Price
4KW 822546	7	Text Set Complete Grade K	\$1,645.00		\$1,480.50	\$10,363.50
4KW 822540	7	Text Set Complete Grade 1	\$1,875.00		\$1,687.50	\$11,812.50
4KW 822541	7	Text Set Complete Grade 2	\$1,675.00		\$1,507.50	\$10,552.50
4KW 822542	7	Text Set Complete Grade 3	\$1,780.00		\$1,602.00	\$11,214.00

PLEASE SEND PO'S TO KAREN BOZARTH VIA EMAIL OR FAX
THANK YOU

Karen Bozarth
Inside Account Manager
Scholastic Classroom Books
kbozarth@scholastic.com
1-800-387-1437 ext. 6227
FAX: 1-877-242-5865

SubTotal	\$43,942.50
Tax	\$0.00
Shipping	\$0.00
Total	\$43,942.50

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase. Courses are priced to not exceed attendance of 30 teachers unless otherwise noted. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in any way copied, excerpted, reproduced or distributed without the prior written consent of Scholastic. Participants must also refrain from using their cell phones and other electronic devices during the presentation of the Services. To ensure the quality of the Services for other Participants, Participants may be asked to leave if they engage in this activity. Further, they may be prohibited from participating in future Scholastic programs. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental

Scholastic Education
2315 Dean Street, Ste 600
St. Charles, IL 60175
(Ph) (800) 387-1437, (Fax) 877-242-5865

Number STCQ9472
Date Mar 8, 2019

Sold To:**Maryville City Schools**

Amy Vagnier
833 Lawrence Ave
Maryville, TN 37803
ACCT #37803008

Phone 865-982-7121

Fax

Email

Ship To:**Sam Houston Elementary**

330 Melrose St
Maryville, TN 37803
ACCT #37803008

Phone 865-983-3241

Fax

Email

Sam Houston Text Set Materials are Complimentary
This Quote Valid ONLY When Purchasing as part of
Scholastic Literacy Bundle with Text Set Purchase for
John Sevier and Foothills Elementary
Discount for this order approved per Chris Hedrick and Allan Meese

P.O. Number		Prepared By:		Ship Via		Terms	
Item #	Qty	Description	Unit List	Disc %	Unit Price	Ext. Price	
4KW 822546	6	Text Set Complete Grade K	\$1,645.00		\$0.00	\$0.00	
4KW 822540	6	Text Set Complete Grade 1	\$1,875.00		\$0.00	\$0.00	
4KW 822541	6	Text Set Complete Grade 2	\$1,675.00		\$0.00	\$0.00	
4KW 822542	6	Text Set Complete Grade 3	\$1,780.00		\$0.00	\$0.00	

PLEASE SEND PO'S TO KAREN BOZARTH VIA EMAIL OR FAX
THANK YOU

Karen Bozarth
Inside Account Manager
Scholastic Classroom Books
kbozarth@scholastic.com
1-800-387-1437 ext. 6227
FAX: 1-877-242-5865

SubTotal	\$0.00
Tax	\$0.00
Shipping	\$0.00
Total	\$0.00

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase. Courses are priced to not exceed attendance of 30 teachers unless otherwise noted. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in any way copied, excerpted, reproduced or distributed without the prior written consent of Scholastic. Participants must also refrain from using their cell phones and other electronic devices during the presentation of the Services. To ensure the quality of the Services for other Participants, Participants may be asked to leave if they engage in this activity. Further, they may be prohibited from participating in future Scholastic programs. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental

	General Purpose Schools-Revenue	Proposed	Budget	Budget	Revised
	Account Name	Budget	Amendment	Amendment	Budget
		2018-2019	#1	#2	2018-2019
40110	Current Property Tax-County	\$ 11,009,823			\$ 11,009,823
40120	Trustee Collections-Prior Yr	\$ 278,500			\$ 278,500
40125	Trustee Collections-Bankruptcy	\$ 66,500			\$ 66,500
40130	Circuit/C&M Collections-Pr Yrs	\$ 70,000			\$ 70,000
40140	Interest and Penalty	\$ 45,000			\$ 45,000
40162	Payment in Lieu of Taxes-Local	\$ 85,000			\$ 85,000
40163	Payment in Lieu of Taxes-KCDC	\$ 12,600			\$ 12,600
40210	Local Option Sales Tax	\$ 7,900,991		\$ 575,000	\$ 8,475,991
40270	Business Tax	\$ 160,000			\$ 160,000
40275	Mixed Drink Tax	\$ 95,000			\$ 95,000
40350	Interstate Telecomm Tax	\$ 11,000			\$ 11,000
40610	Current Property Tax-City	\$ 9,222,500			\$ 9,222,500
41110	Marriage Licenses	\$ 2,800			\$ 2,800
43511	Tuition - Regular Day Students	\$ 575,000			\$ 575,000
43513	Tuition - Summer School	\$ 1,500			\$ 1,500
44110	Interest Earned (LGIP Investment)	\$ 133,000		\$ 71,000	\$ 204,000
44120	Lease/Rentals	\$ 6,000			\$ 6,000
44146	E-Rate Funding	\$ 65,000			\$ 65,000
44170	Miscellaneous Refunds	\$ 1,000			\$ 1,000
44570	Contributions & Gifts	\$ 15,000			\$ 15,000
44990	Other Local Revenues	\$ 275,000			\$ 275,000
46511	Basic Education Program	\$ 22,707,000			\$ 23,235,000
46550	Driver Education				\$ -
46590	Other State Education Funds (Safety)	\$ 547,363	\$ -		\$ 547,363
46610	Career Ladder Program	\$ 151,000			\$ 151,000
46582	Interstate Telecom	\$ -			\$ -
46980	Other State Grants	\$ -			\$ -
46981	Safe Schools Grant	\$ 43,600			\$ 43,600
47143	Education of Handicapped IDEA	\$ 51,000	\$ 10,069		\$ 61,069
47590	Other Federal through State	\$ -			\$ -
49800	Operating Transfers *1,234,390	\$ -			\$ -
49999	Appropriated Fund Balance	\$ 400,000	\$ 1,234,390		\$ 1,634,390
	Total General Purpose School Fund	\$ 53,931,177	\$ 1,244,459	\$ 646,000	\$ 55,821,636

		Approved Budget 2018-2019	Budget Amendment #2	Revised Budget 2018-2019
Account Name				
Regular Education Instruction - 71100				<i><u>*Does not include Final</u></i>
71100 116	Teachers (274 FTE) * Addt'l \$110,000 added	\$18,202,071.00		\$18,202,071
71100 117	C.L. Program * All staff except SPED & Director	\$119,900.00		\$119,900
71100 128	Homebound Teachers	\$21,888.00		\$21,888
71100 163	Educational Assistants (96 FTE) Added ESL + 2 MHS (WBL)	\$1,152,395.00		\$1,094,546
71100 189	Other Salaries & Wages (11 FTE) *nurses +extra	\$385,213.00		\$385,213
71100 195	Substitute Teachers	\$295,687.00		\$295,687
71100 201	Social Security	\$1,237,950		\$1,237,950
71100 204	State Retirement	\$1,846,630.00		\$1,846,630
71100 206	Life Insurance	\$10,640.00		\$10,640
71100 207	Medical Insurance	\$3,318,854.00		\$3,318,854
71100 212	Medicare	\$289,549		\$289,549
71100 217	Retirement-Hybrid Stabilization	\$0		\$30,000
71100 299	Other Fringe Benefits	\$102,814.00		\$102,814
71100 399	Other Contracted Services	\$80,000.00		\$80,000
71100 429	Inst. Supplies & Materials *Read to Be Ready \$3,555	\$500,000.00	\$575,000.00	\$1,075,000
71100 449	Textbooks-Bound	\$31,000.00		\$31,000
71100 430	Textbooks-Electronic	\$23,000.00		\$23,000
71100 499	Other Supplies & Materials	\$6,000.00		\$6,000
71100 535	Fee Waivers	\$91,601.00		\$91,601
71100 599	Other Charges	\$5,000.00		\$5,000
71100 722	Regular Instruction Equip.	\$1,581,612.00		\$1,581,612
Total Regular Education Instruction		\$29,301,804		\$29,848,955

		Approved Budget 2018-2019	Budget Amendment #2	Revised Budget 2018-2019
Account Name				
Transportation - 72710				
72710 105	Supervisor (.75 FTE)	\$49,904.00		\$49,904
72710 146	Bus Drivers (5 FTE)	\$121,390.00		\$121,390
72710 189	Other Salaries & Wages (2 FTE)	\$50,855.00		\$50,855
72710 201	Social Security	\$13,779		\$13,779
72710 204	State Retirement	\$15,130.00		\$15,130
72710 206	Life Insurance	\$200.00		\$200
72710 207	Medical Insurance	\$60,767.00		\$60,767
72710 212	Medicare	\$3,223.00		\$3,223
72710 299	Other Fringe Benefits	\$1,750.00		\$1,750
72710 307	Communication	\$1,000.00		\$1,000
72710 312	Contracts with Private Agencies	\$0.00		\$0
72710 315	Contracts with Vehicle Owners *Read to be Ready \$2,243	\$811,211.00		\$811,211
72710 338	Maintenance & Repair - Vehicles	\$30,000.00		\$30,000
72710 425	Gasoline	\$25,000.00		\$25,000
72710 450	Tires & Tubes	\$4,000.00		\$4,000
72710 599	Other Charges (GPS Devices-US Cellular)*Bus Cameras	\$15,000.00		\$15,000
72710- 729	Transportation Equipment *CO Van & SPED bus	\$0.00	\$71,000.00	\$71,000
Total Transportation		\$1,203,209		\$1,274,209

Maryville City School System				
Federal Funds	2018-2019			
		APPROVED	E-Plan	Revised
		Budget	Amendments	Budget
		2018-2019		2018-2019
Federal Project - Title IV, Part A - 715				
Trauma Informed Schools Grant				
Total Grant - \$ 1,200			Nov-18	
	Total Revenues	\$0.00	\$1,200.00	\$1,200.00
72210 499 TIS	Other Supplies & Materials	\$0.00	\$1,200.00	\$1,200.00
	Total Expenditures	\$0.00	\$1,200.00	\$1,200.00

	Maryville City Schools		
Fund 146	Adventure Club	APPROVED	Revised
	2018-2019	Budget	Budget
		2018-2019	2018-2019
Revenues			
43581	Community Service Fees Children	\$970,260	\$1,071,663
44110	Interest Earned	\$6,000	\$6,000
46590	Child Care Assistance - DHS	\$35,000	\$35,000
49999	Appropriated Fund Balance		
	Total Revenues	\$1,011,260	\$1,112,663
Expenditures			
73300 105	Supervisor/Director	\$237,952	\$237,952
73300 189	Other Salaries & Wages	\$260,000	\$260,000
73300 201	Social Security	\$30,874	\$30,874
73300 204	State Retirement	\$26,794	\$26,794
73300 206	Life Insurance	\$225	\$225
73300 207	Medical Insurance	\$52,848	\$52,848
73300 212	Medicare	\$7,220	\$7,220
73300 299	Other Fringe Benefits	\$1,750	\$1,750
73300 355	Travel	\$0	\$0
73300 422	Food Supplies	\$65,000	\$65,000
73300 499	Other Supplies & Materials	\$50,000	\$50,000
73300 599	Other Charges	\$278,597	\$380,000
	Total Expenditures	\$1,011,260	\$1,112,663

Maryville City School System				
Federal Funds	2018-2019			
		APPROVED	E-Plan	Revised
		Budget	Amendments	Budget
		2018-2019		2018-2019
Federal Project - IDEA, Part B 15.01 - 716 (State 900)				
Education of the Handicapped				
Total Grant - \$ 1,063,310				
47143	Education of the Handicapped	\$ 1,058,575.00	\$ 3,221.00	\$ 1,061,796.00
	Total Revenues	\$ 1,058,575.00	\$ 3,221.00	\$ 1,061,796.00
			Apr-19	
71200 116	Teachers (4 FTE)	\$ 193,803.00	\$ 554.68	\$ 194,357.68
71200 128	Homebound Teachers			
71200 163	Educational Assistants (7 FTE)	\$ 150,633.00	\$ (2,302.09)	\$ 148,330.91
71200 171	Speech Pathologists	\$ 195,677.00	\$ (20,457.52)	\$ 175,219.48
71200 201	Social Security	\$ 30,919.00	\$ 1,231.53	\$ 32,150.53
71200 204	State Retirement	\$ 52,289.00	\$ 1,256.65	\$ 53,545.65
71200 206	Life Insurance	\$ 409.00	\$ 51.00	\$ 460.00
71200 207	Medical Insurance	\$ 132,858.00	\$ 25,566.00	\$ 158,424.00
71200 212	Medicare	\$ 7,231.00	\$ 288.07	\$ 7,519.07
71200 217	Retirement-Hybrid Stabilization	\$ -	\$ -	\$ -
71200 299	Other Fringe Benefits	\$ 2,800.00	\$ 1,996.00	\$ 4,796.00
71200 429	Instructional Supplies			\$ -
72130 599	Other Charges	\$ -		\$ -
72220 189	Other Salaries & Wages (2 FTE)	\$ 204,116.00	\$ (495.99)	\$ 203,620.01
72220 201	Social Security	\$ 12,310.00	\$ 314.44	\$ 12,624.44
72220 204	State Retirement	\$ 10,215.00	\$ (25.26)	\$ 10,189.74
72220 206	Life Insurance	\$ 39.00	\$ 1.00	\$ 40.00
72220 207	Medical Insurance	\$ 15,096.00	\$ (3,780.00)	\$ 11,316.00
72220 212	Medicare	\$ 2,880.00	\$ 72.49	\$ 2,952.49
72220 299	Other Fringe Benefits	\$ 1,400.00	\$ (1,050.00)	\$ 350.00
72220 399	Other Contracted Services	\$ 45,900.00	\$ -	\$ 45,900.00
72220 499	Other Supplies	\$ -		\$ -
72220 524	Inservice/Staff Dev.			\$ -
72710 729	Transportation Equipment			\$ -
	Total Expenditures	\$ 1,058,575.00	\$ 3,221.00	\$ 1,061,796.00

Maryville City School System				
Federal Funds	2018-2019			
		APPROVED	E-Plan	Revised
		Budget	Amendments	Budget
		2018-2019		2018-2019
Federal Project - IDEA Preschool 15.01 - 717 (State 910)				
Education of the Handicapped				
Total Grant - \$ 32,984				
47143	Education of the Handicapped	\$ 31,285.00	\$ 5,349.00	\$ 36,634.00
	Total Revenues	\$ 31,285.00	\$ 5,349.00	\$ 36,634.00
			Apr-19	
71200 163	Educational Assistants (2 FTE)	\$ 29,070.00	\$ 1,704.88	\$ 30,774.88
71200 201	Social Security	\$ 1,795.00	\$ 10.40	\$ 1,805.40
71200 212	Medicare	\$ 420.00	\$ 2.72	\$ 422.72
71200 429	Instructional Supplies & Materials	\$ -	\$ 3,631.00	\$ 3,631.00
	Total Expenditures	\$ 31,285	\$ 5,349	\$ 36,634



PERSONAL COMPUTER SYSTEMS, INC.
PO BOX 69
LOUISVILLE, TN 37777-0069
865-273-1960 Fax: 865-273-1961

3/29/2019
 Quote #: 199319
 Customer #: 2586
 Page: 1 of 1

Quoted To:
 Maryville City Schools
 833 LAWRENCE AVE
 MARYVILLE, TN 37803-4857

Phone: 865-982-7121

Cust PO:

Reference:

Terms: NET 30 DAYS

Ship Via: DELIVERY

District: Maryville City

Salesperson: CJY

Valid Through: 4/28/2019

Stock Code	Description	Quantity	Price	Extended
NOTLEN81FY000TUS	LenovoLN 300e N3450 4G 128 GB eMMC 11.6" Win 10Pro	390	328.00	127,920.00
WARSTA4YRAPD+CEL	Staymobile 4YR + ADP + Cellairis Case for 300e	390	69.00	26,910.00

SubTotal: 154,830.00

Tax: 0.00

Shipping: 0.00

Total: 154,830.00



PERSONAL COMPUTER SYSTEMS, INC.
PO BOX 69
LOUISVILLE, TN 37777-0069
865-273-1960 Fax: 865-273-1961

3/29/2019
 Quote #: 199328
 Customer #: 2586
 Page: 1 of 1

Quoted To:
 Maryville City Schools
 833 LAWRENCE AVE
 MARYVILLE, TN 37803-4857

Phone: 865-982-7121

Cust PO:

Reference:

Terms: NET 30 DAYS

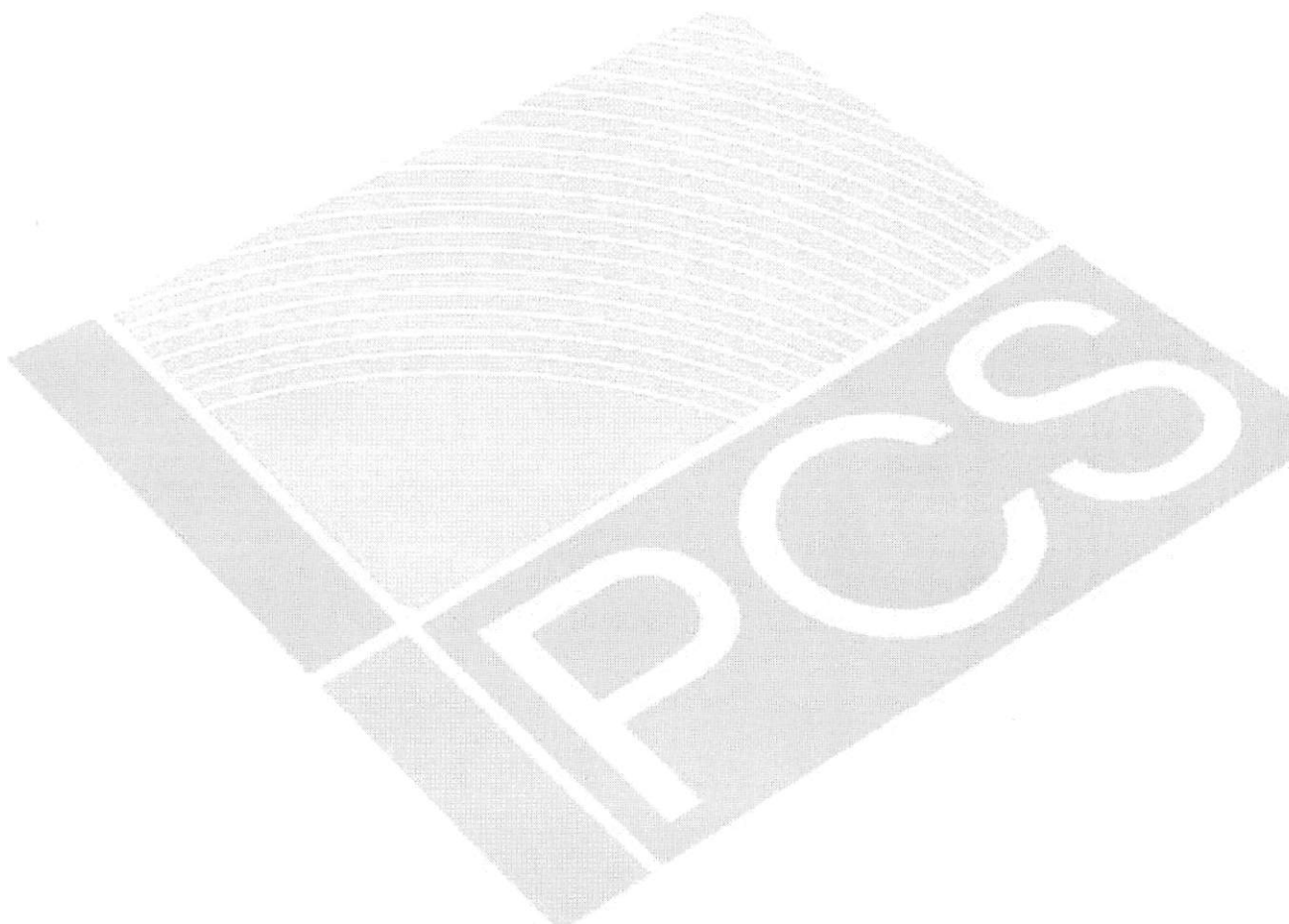
Ship Via: DELIVERY

District: Maryville City

Salesperson: CJY

Valid Through: 4/28/2019

Stock Code	Description	Quantity	Price	Extended
CASSTA81-0003015	Staymobile Venture LLC: Smoke Lenovo N24/300e Windows Case	2,050	19.00	38,950.00



SubTotal: 38,950.00

Tax: 0.00
Shipping: 0.00
Total: 38,950.00