

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

**BOARD OF EDUCATION
REGULAR MEETING**

**5:30 PM, JANUARY 11, 2021
FOOTHILLS ELEMENTARY SCHOOL**

- I. CALL TO ORDER** **CHAIRMAN BLACK**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE Nicholas Black, Jr and Tristan Jones - first grade
- II. UPDATE FROM FOOTHILLS ELEMENTARY SCHOOL** – Karen Schito, Principal
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of December 14, 2020, meeting (Attachment)
2. Approve Board Policy Manual sections 1.901, 4.400, and 6.405 – second reading.
- VI. AGENDA ITEMS**
1. Consider changes to Board Policy Section 2.601 (Fundraising Activities), 4.201 (Basic Program), 6.300 (Code of Conduct), 6.402 (Physical Examinations and Immunizations), and 6.411 (Student Wellness). (Attachment B1)
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**
- IX. COMMENTS FROM BOARD MEMBERS**
- X. ADJOURN**

Upcoming meeting dates:

February 8, 2021, 5:30 p.m., Coulter Grove Intermediate School
March 8, 2021, 5:30 p.m., Sam Houston Elementary School

Maryville City Board of Education

Monitoring: Review: Biennially in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 02/08/21
		Rescinds: 2.601	Issued: 11/05/18

1 *General*

2 The following general guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for supplementing funds which are
5 the responsibility of the public.
- 6 2. Any commission payable by companies shall be paid in the form of reduced prices to the students
7 or paid into the activity fund of the school for use by the school. No school employee shall
8 personally benefit from any fundraising activity.
- 9 3. The principal must obtain written approval from the Director of Schools or his/her designee for
10 all fundraising activities, including online fundraising activities, that involve the participation of
11 the general student population in the marketing process of the fundraising effort. All other
12 fundraising activities, including online fundraising activities, must have written approval from
13 the principal and comply with all administrative procedures issued by the Director of Schools.
14 The authorization request shall contain the following information:²
- 15 a. A list of the proposed fundraising activities;
- 16 b. Purpose of the fundraising activity;
- 17 c. Proposed uses of funds raised;
- 18 d. Expected student involvement in fundraising activity (school-wide or individual class or
19 club); and
- 20 e. Margin of profit and how it is to be paid to the school.
- 21 4. The Director of Schools shall determine whether or not the activity will benefit the school,
22 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
23 fulfill the Board's required contributions.
- 24 5. No grade in a subject or course shall be affected by a student's participation in a fundraising
25 activity.
- 26 6. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
27 who do not participate in fundraising activities shall not be punished or discriminated against in
28 any way.

1 This policy shall not be construed as preventing a teacher from using instructional or informational
2 materials even though the materials might include reference to a brand, a product, or a service.

3 **ONLINE FUNDRAISING**

4 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
5 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
6 *Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the
7 established fundraising account to ensure all funds are properly accounted for, and the information is
8 recorded in the school's accounting records by the designated personnel. Online fundraising shall not
9 be used on behalf and for the benefit of an outside party.

10 Employees shall not engage in online fundraising in their official capacity as district employees nor
11 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
12 to believe such activity is an approved school fundraiser.

13 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES³**

14 *On approval of the principal, an employee may be authorized to raise and use funds for the following*
15 *noneducational purposes:*

- 16 1. *Bereavement support;*
- 17
- 18 2. *Award recognition;*
- 19
- 20 3. *Employee morale;*
- 21
- 22 4. *Banquets; or*
- 23
- 24 5. *Other situations at the principal's discretion.*

25 *These funds shall be derived from vending machine revenue, donations, or other revenue sources*
26 *approved by the Director of Schools.*

27 *The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,*
28 *accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the*
29 *procedures are consistent with board policy and state law and disseminate them to all employees.*

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-30, 4-31*
2. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-32*
3. TCA 49-2-134

Cross References

School Support Organization 2.404
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Basic Program	Descriptor Code: 4.201	Issued Date: 02/08/21
		Rescinds: 4.201	Issued: 02/11/19

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status
2 in its educational programs or activities.

3 Educational materials that are utilized shall reflect the cultural and racial diversity which is present in
4 the United States as well as the variety of careers, roles, and life-styles open to women and men. One
5 of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to
6 eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum shall foster
7 respect and appreciation of the cultural diversity found in our country and an awareness of the rights,
8 duties, and responsibilities of each individual as a member of a pluralistic society.¹

9 The course of study shall include those subjects and topics required by state and federal laws and
10 regulations.²

11 The Board reserves the right to add additional courses and to amend the content of prescribed courses
12 as needed.

13 ***CLASS SIZES***³

14 *Class sizes shall not exceed the maximum allowed by state law. Pupil-teacher ratios shall not exceed*
15 *the averages outlined in state law. The Director of Schools may seek a waiver on the average class*
16 *size requirements as long as the class sizes do not exceed the maximum.*

Legal References

1. 42 USCA § 12101; 34 CFR § 106.34
2. TCA 49-6-1001 to 1034, 1201-1205, 1301, 1302
3. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 11/11/19
		Rescinds: 6.300	Issued: 11/11/19

- 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 code¹, expectations, and consequences shall be outlined in each school's
5 Student Handbook.²
- 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. *Codes of conduct for students in pre-*
14 *kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavioral*
15 *support, conflict resolution, positive reinforcement, and child-specific discipline plans. Exclusionary*
16 *discipline shall only be used as a measure of last resort.*
- 17 The principal of each school shall implement and apply the Codes of Conduct in his/her school. The
18 principal shall communicate disciplinary expectations and maintain records documenting disciplinary
19 actions. Staff members shall ensure that disciplinary measures are implemented in a manner that:³
- 20 1. Balances accountability with an understanding of traumatic behavior;
 - 21 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
22 allowed at school;
 - 23 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
24 behavioral intervention plans;
 - 25 4. Creates consistent rules and consequences; and
 - 26 5. Models respectful, non-violent relationships.
- 27 In order to ensure that these goals are accomplished, the school district shall utilize the following
28 trauma-informed discipline practices: Restorative practices, RTI²B, multi-tiered system of supports,
29 and behavior intervention plans.

- 1 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
- 2 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
- 3 death to another person.⁴

Legal References

1. TCA 49-6-4009
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4008

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: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 02/08/21
		Rescinds: 6.402	Issued: 05/13/19

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. The school district will
12 not conduct physical examinations of a student without parental consent or by court order, unless the
13 health or safety of the student or others is in question.⁴

14 **IMMUNIZATIONS**

15 *Students will not be permitted to attend school without proof of immunization as determined by the*
16 *Commissioner of Health unless circumstances outlined in state or federal law prevent a student from*
17 *producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children*
18 *immunized and to provide such proof to the principal of the school which the student is to attend.⁵*

19 *Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,*
20 *written statement that such measures conflict with the one of the following:*

- 21 1. *His/her religious tenets and practices if in the absence of an epidemic or immediate threat of*
22 *an epidemic;⁶ or*
23
24 2. *Due to medical reasons if the student has a written statement from his/her doctor excusing*
25 *him/her from the immunization.⁷*

26 *The Director of Schools shall ensure that appropriate immunization records are maintained for each*
27 *student.*

28 ~~No students entering school, including those entering kindergarten or first grade, those from out of state,~~
29 ~~and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,~~
30 ~~as determined by the Commissioner of Public Health.^{2,5} It is the responsibility of the~~

1 parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the
2 school which the student is to attend.⁵

3 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any student
4 whose parent/guardian files with school authorities a signed, written statement that such measures
5 conflict with his/her religious tenets and practices or due to medical reasons if the student has a written
6 statement from his/her doctor excusing him/her from such immunization.⁶

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

8 A list of transfer students shall be kept at each school in order that their records may be monitored by
9 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)
7. TCA 49-6-5001(c)(2)

Maryville City Board of Education

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

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

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

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

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

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

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

3 **COMMITMENT TO NUTRITION**

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

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

13 **DISTRICT GOALS**

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

22 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

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

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

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

33 **COMMITMENT TO CURRICULUM³**

34 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.⁸

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
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

Cross References

Student Suicide Prevention 6.415