

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, JULY 12, 2021
MARYVILLE HIGH SCHOOL

- I. CALL TO ORDER**
BLACK
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
- II. ADOPT AGENDA**
- III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- IV. CONSENT AGENDA ITEMS**
1. Approve Minutes of June 12, 2021 meeting (Attachment)
 2. Approve Board Policy Manual sections 2.806 (Bids and Quotations) and 5.100 (Personnel Goals). – second reading
 3. Ratify Executive Committee approval of purchasing Hudl Franchise package for Maryville High School – Funding Source: Maryville High School Athletics - \$25,000.00 (Attachment A1)
 4. Approve Maryville High School Chorus to attend Choirs of America Festival overnight in New York City- Funding Source: students (Attachment A2)
 5. Approve Maryville High School Orchestra to attend 2022 National Orchestra Cup overnight in New York City – Funding Source: students/fundraising (Attachment A3)
 6. Approve increasing the cafeteria substitute rate to \$10.00 per hour.
- V. AGENDA ITEMS**
1. Consider approval of School Cash Online for fundraising activities.
 2. Consider changes to Board Policy sections 1.8011, 3.205, 3.211, 4.205, 4.204, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.300, 6.306, 6.402, and 6.4081.
(Attachment B1)
- VI. REPORTS FROM DIRECTOR OF SCHOOLS**
- VII. RECOGNITION OF STAFF AND STUDENTS**
- VIII. COMMENTS FROM BOARD MEMBERS**
- IX. ADJOURN**

Upcoming meeting dates:

August 9, 2021, 5:30 p.m., John Sevier Elementary School
September 20, 2021, 5:30 p.m., Maryville Junior High School



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

June 15, 2021
Maryville City School Board
Executive Committee Meeting

Approve purchasing Hudl Franchise package for Maryville High School – Funding
Source: Maryville High School Athletics - \$25,000.00

APPROVED:

Director of Schools *Mike Winstead* Date 06/15/2021

Chairman, Board of Education *Ni Bl* Date 06/15/2021

Maryville Board of Education

Nick Black

Candy Morgan

Chad Hampton

Bethany Pope

Julie Elder

Purchase Order

Maryville High School
825 Lawrence Avenue
Maryville, TN 37803

Phone : 865-982-1132

PO # 29119

5/11/2021

To : Agile Sports Technologies, Inc
dba Hudl
P O Box 310305
Des Moines, IA 50331-0305

Ship To : Maryville High School
825 Lawrence Avenue
Maryville, TN 37803

Vendor Number :

Phone Number :

Fax Number : 866-851-7148

Fed Tax ID : 36-4881805

Requested By : Headrick

Quantity	Description	Product #	Account #	Account Name	Unit Price	Total Price
1	Franchise package		601.100	Athletics-General	\$25,000.00	\$25,000.00

Notes :

Subtotal : \$25,000.00

Discount : \$0.00

Shipping and Handling : \$0.00

Sales Tax : \$0.00

Comments :

PO Total : \$25,000.00

Received By: _____

Other: _____

Bookkeeper: _____

Approved: _____

Request to Release Students for a School-Related Event

Teacher: Byron Davis Course/Team/Organization: Chorus: Intermediate Mixed

Event: Choirs of America Festival for Top Choirs in New York City

Dates of Trip (Include Departure/Return Time):

Departure Date: Mar 30, 2022 Departure Time: 8:30 AM

Return Date: Apr 3, 2022 Return Time: 10 PM

Check all that apply:

In-County: ☐ Out-of-County: ☒ Overnight:* ☒ Out-of-State:* ☒

*(Requires Board approval)

Transportation: Walk ☐ Parents Provide ☐ Bus ☒ Number of busses: 1

Cost to each student: \$ 1,200 Means of funding trip: Students pay field trip fee

Educational Purpose: Invited adjudicated festival, rehearsal, and performance in Carnegie Hall. Students will also attend two musical theatre performances on Broadway.

Teacher Signature: [Signature] Date: 6/2/2021

Request Approved: [Signature] Request not Approved: _____

Principal's Signature: [Signature] Date: 6/15/21

Superintendent Signature: [Signature] Date: 6/16/21

*School Board Approved: _____ Date: _____

IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.

To help Administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Rhonda Elkins



JUN 03 2021

JUN 15 2021



Request to Release Students for School-Related Events

Teacher: Mathew Wilkinson Course/Team/Organization: Orchestra

Event: 2022 National Orchestra Cup

Location: New York City

Dates of Trip (Include Departure/Return Time):

Departure Date: 3/16/22 Departure Time: 6:00 AM

Return Date: 3/20/22 Return Time: 10:00 PM

Check all that apply:

In-County: ☐

Out-of-County: ☐

*Overnight: ☒
*(Requires Board

*Out of State: ☒
Approval)

Transportation: Walk: ☐ Parents Provide: ☐ Bus: ☒ Number of Busses: 1

Cost for each student: \$ 1000 Means of funding trip: Fundraising

Educational Purpose:

Travel to New York City to compete in
the National Orchestra Cup. We will perform at
Lincoln Center. Attend New Philharmonic Symphony Concert
along with other tourist attractions.

Teacher Signature: Mathew Wilkinson

Date: 7/5/21

Request Approved: ☒

Request Not Approved: ☐

Principal's Signature: Heather White

Date: 7/6/21

Superintendent Signature: Rob W. W. W.

Date: 7-7-21

*School Board Approved: ☐

Date: ☐

IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.

To help Administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Rhonda Elkins

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 08/09/21
		Rescinds: 1.8011	Issued: 04/13/20

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public
3 health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members, or school property.¹

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

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools
8 in consultation with the principal(s) of the impacted school(s) shall determine if scheduled activities in
9 which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not
14 exceed the number of days budgeted for each employee.

15 ~~During such emergencies, the Director of Schools may designate certain employees as essential. Such~~
16 ~~employees shall work as directed by the Director of Schools, whether that is by physical appearance at~~
17 ~~work or teleworking under Policy 5.1151. Essential employees must use leave to be excused from work~~
18 ~~absent special permission as determined by the Director of Schools/designee.~~

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); TCA 58-2-101; Public Acts of 2021, Chapter No. 96

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/09/21
		Rescinds: 3.205	Issued: 12/10/18

1 *General*¹

2 The Director of Schools shall establish procedures to protect school property which shall include, but
3 not be limited to:

- 4 1. Developing programs that contribute to the proper care and use of school facilities and
5 equipment;
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
7 facilities or equipment without appropriate supervision;
- 8 3. Controlling the issuance of keys; and
- 9 4. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

10 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,
11 or vandalism. The principal shall notify the Director of Schools as soon as practical but no longer than
12 24 hours after a case of vandalism, theft, building damage, and/or illegal entry. The Director of Schools
13 or his/her designee is authorized to sign a criminal complaint and to press charges against perpetrators
14 for vandalism of school property. The Director shall report all signing of such complaints to the Board.

15 **LAW ENFORCEMENT SERVICES**¹

16 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
17 Partnerships may include, but not be limited to, education and recreational programs, delinquency
18 prevention, and mentoring initiatives.

19 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
20 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
21 following issues:

- 22 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with
23 all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
24 time of assignment and remain compliant throughout the tenure of his or her assignment.
- 25 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
26 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
27 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
28 programs shall be approved by the Peace Officers Standards and Training Commission.³

3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision, and discipline.
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Director of Schools to suspend the active participation of the SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, and/or wellbeing of the students and/or faculty members.

CYBERSECURITY⁴

The Director of Schools/designee shall develop an administrative procedure regarding the district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

Cross References

Visitors to the Schools 1.501
Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 09/09/21
		Rescinds: 3.211	Issued: 12/10/18

1 **SELECTION OF ARCHITECT¹**

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each
4 project.

5 **SELECTION OF ENGINEER¹**

6 Following the execution of a contract for architectural services, the architect or architectural firm shall
7 select a registered engineer for each project.

8 **SITE SELECTION**

9 The Board shall have sole discretion with choosing sites for construction.² When determining where to
10 begin new projects, the Board shall consider the current and future populations of the area,
11 transportation routes, and accessibility to utilities.

12 ***BUILDING ACCESSIBILITY³***

13 *The construction, remodeling, renovation, expansion, or modification of a school building shall*
14 *comply with state and federal requirements regarding building accessibility.*

15 **~~CHILDREN WITH DISABILITIES³~~**

16 ~~Prior to the construction, remodeling, renovation, expansion, or modification of a school building for~~
17 ~~use by children with disabilities, plans, and specifications shall be submitted for review to the~~
18 ~~Commissioner of the Department of Education. Such plans and specifications shall meet federal~~
19 ~~requirements.~~

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date: 08/09/21
		Rescinds: 4.205	Issued: 08/10/20

1 General

2 *Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but*
3 *not limited to, advanced English language arts, mathematics, or science courses.¹*

4 *To enroll in these courses, students shall meet the following standards:*

5 1. Honors and Advanced Placement English, Math, and Science Courses

- 6 a. *Score at the 80th percentile or above on the most recent TCAP assessment;*
- 7 b. *Score at the Mastery Level on the local benchmark assessment;*
- 8 c. *Have a projected ACT score at the 80th percentile or above; and*
- 9 d. *Attain a grade of "C" or better in the current English, math, or science course.*

11 2. Dual Enrollment English, Math, and Science Courses:

- 12 a. *Performance Level of On-Track or Above on the most recent TCAP assessment;*
- 13 b. *Score 19 or higher on all ACT sub-scores and composite;*
- 14 c. *Have a 3.0 G.P.A.; and*
- 15 d. *Admission into college.*

17 3. Dual Credit English, Math, and Science Courses:

- 18 a. *Performance Level of Approaching or Above on the most recent TCAP assessment; and*
- 19 b. *Satisfactory completion of all prerequisites for the course.*

20 *The principal of each school shall have the authority to require additional criteria for the enrollment*
21 *in advanced courses to fit the needs of the students within the school. Principals will consider*
22 *enrolling students in advanced courses who do not meet the criteria outlined above based on teacher*
23 *recommendation or self-nomination.*

24 NOTIFICATION¹

25 *Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in*
26 *advanced courses. The notification shall state that a student will remain enrolled in the course unless*
27 *the parent/guardian timely submits a written request for removal. The Director of Schools shall*
28 *determine the deadline to submit the request for removal.*

29 *Students may also be removed from an advanced course if the student's teacher determines that the*
30 *student should be removed based on performance after thirty (30) days of instruction and the principal*
31 *approves the request to remove the student.*

- 1 **COLLEGE LEVEL COURSES²**
- 2 Students who successfully complete college level courses aligned to a graduation requirement course
- 3 shall receive high school credit.
- 4 These courses may be offered (1) through a dual enrollment program on the high-school campus or (2)
- 5 through classes at an institution of higher education. Written approval by the principal, or designee,
- 6 shall be required before enrollment.
- 7 Grades earned in such college level courses may be used to determine grade point average provided high
- 8 school credit is awarded for the course.
- 9 The Board shall not be responsible for transportation to and from the college, for payment of tuition, or
- 10 for the purchase of the college textbook and supporting materials.

Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 04/09/21
		Rescinds: 4.204	Issued: 02/11/19

- 1 Summer instructional programs shall be organized in accordance with state law as well as guidelines
- 2 provided by the Tennessee Department of Education.^{1,2} The Board may adopt tuition rates for those
- 3 students attending a traditional summer school program.³
- 4 Priority students, as defined by state law, shall not be required to attend summer programs.

Legal References

1. TRR/MS 0520-01-03-.03(7)(a)
2. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/09/21
		Rescinds:	Issued:

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
- 26 is the child;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students; and
- 31

- 1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 2 The family life education program shall be reviewed annually to ensure that the prohibited items of
- 3 instruction, as provided for in state law,³ are not included in the curriculum.

Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304
3. TCA 49-6-1304(b)

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/09/21
		Rescinds: 4.301	Issued: 02/19/19

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person, or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ *Student athletes*
4 *shall only be allowed to participate in athletic activities or events that align with the student's sex*
5 *indicated on his/her original birth certificate.*² *The Director of Schools/designee shall require the*
6 *parent/guardian to provide the student's original birth certificate prior to participation in any*
7 *interscholastic athletics. If the original birth certificate is not available or does not indicate the student's*
8 *sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of*
9 *the student's sex at birth.*

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
12 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal/designee
13 must accompany an athletic team on trips.

14 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
15 of athletics.³ *The Director of Schools shall develop a code of conduct for all coaches to follow in order*
16 *to ensure the health and safety of athletes.*⁴

17 Head coaches in football, basketball, baseball, softball, and track and field shall be full-time employees
18 of Maryville City Schools.

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
21 provide proof of independently secured catastrophic coverage and liability coverage, with the school
22 system as a named insured, of not less than the limits set forth in state law.⁵ *It shall be the responsibility*
23 *of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating*
24 *in interscholastic athletics.*

25 Prior to participation in interscholastic athletics, every student shall complete an annual physical
26 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the
27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
30 group of students for the purpose of attending the practice of any interscholastic sport during the school
31 day without written permission from the Board.⁷ This does not prevent the inclusion of regular physical
32 training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

SEVERE WEATHER⁴

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with all players, coaches, and officials, if applicable.

All coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

PROHIBITION AGAINST HAZING

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁹

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 08/09/21
		Rescinds: 4.605	Issued: 09/16/19

1 *General*

2 The required number of credit for graduation will be four less than the number a student is able to earn
3 in grades 9-12 carrying a full load each term. In addition to the graduation requirements of the Tennessee
4 State Board of Education, students graduating from Maryville High School must complete a fourth credit
5 in science. Maryville High School will provide a *Scholars Prep Guide* for each graduating class
6 containing detailed graduation requirements.

7 The Director, or designee, is authorized to adjust graduation requirements for non-transfer students. The
8 school administration is authorized and directed to implement a plan to adjust graduation requirements
9 for students transferring from other systems. A written plan will be developed for each student for whom
10 graduation requirements are adjusted and will include a description of the change and the type of diploma
11 that will be earned. In all cases, the adjusted credit requirements shall meet or exceed minimum
12 applicable state requirements.

13 The principal may approve correspondence courses/virtual courses, crossover courses and credit
14 recovery to be applied toward graduation requirements.

15 Participation in a graduation ceremony is not a graduation requirement. Students eligible for graduation
16 shall be given an option to participate in the graduation ceremony or not to participate nor attend.
17 Students who elect to participate in the graduation ceremony shall follow established participation
18 guidelines and are considered students under the authority of the school. Within one week following the
19 graduation ceremony, the diploma (or other certificate) shall be distributed to all graduates with no
20 financial or disciplinary obligations.

21 Before graduation, every student shall:¹

- 22 1. Achieve the specified units of credit;
- 23 2. Take the required end of course exams;
- 24 3. Have satisfactory records of attendance and conduct;
- 25 4. Take the ACT or SAT prior to graduation;² and
- 26 5. Pass a United States civics test.³

27 **SPECIAL EDUCATION STUDENTS⁴**

28 Special education students who have received the below diplomas may continue to make progress
29 towards a regular high school diploma until the end of the school year in which they turn twenty-two
30 (22) years old.

1 *Special Education Diploma*

2 A special education diploma shall be awarded to students who have not met the requirements for a regular
3 high school diploma,⁵ but have:

- 4 1. Completed four (4) years of high school;
5 2. Made satisfactory progress on their IEP; and
6 3. Maintained satisfactory records of attendance and conduct.

7 *Occupational Diploma*

8 Special education students who do not meet the requirements for a regular high school diploma may be
9 awarded an occupational diploma if the student has:^{1,4}

- 10 1. Completed at least four (4) years of high school;
11 2. Made satisfactory progress on their IEP;
12 3. Maintained satisfactory records of attendance and conduct;
13 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
14 (SKEMA); and
15 5. Has two (2) years of paid or non-paid work experience.

16 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
17 year or two (2) academic years prior to the expected graduation date.

18 *Alternate Academic Diploma*

19 Special education students who do not meet the requirements for a regular high school diploma may be
20 awarded an alternate academic diploma if the student has:⁴

- 21 1. Completed at least four (4) years of high school;
22 2. Participated in the high school alternate assessments;
23 3. Earned the prescribed twenty-two (22) credit minimum;
24 4. Made satisfactory progress on their IEP;
25 5. Maintained satisfactory records of attendance and conduct; and
26 6. Completed a transition assessment that measures postsecondary education and training,
27 employment, independent living, and community involvement.

28 **STUDENT LOAD**

29 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
30 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
31 this requirement to the Director of Schools and then to the Board.⁶

1 MOVE ON WHEN READY ACT⁷

2 The Move on When Ready Act provides high school students the opportunity to graduate early by
3 meeting certain requirements. Students intending to graduate early through this route shall inform the
4 school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is
5 known.

6 In order to graduate early under the Move on When Ready Act, students must meet the following
7 requirements:

- 8 1. Earn the required eighteen (17) credits specified in State Board Policy;
- 9 2. Achieve a benchmark score for each required end-of-course exam;
- 10 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 11 4. Meet the minimum ACT or SAT benchmark score;
- 12 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 13 6. Complete at least two (2) types of the following courses:
 - 14 a. AP;
 - 15 b. IB;
 - 16 c. Dual enrollment; or
 - 17 d. Dual credit.

18 The Director of Schools shall develop administrative procedures to ensure that the Move on When
19 Ready Act is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2021, Chapter No. 493

Cross References

Basic Curriculum Program 4.201
Honor Roll, Awards, & Class Ranking 4.602

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 08/09/21
		Rescinds: 4.700	Issued: 02/11/19

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Director of Schools shall be responsible for planning and implementing the program, which
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
34 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores shall compose 15% of second term (spring semester) grades for students in
5 grades four through twelve. The scores will not factor into the final grades for students in third grade.

6 Raw scores will be converted to a 100 point scale using a methodology based on a comparative
7 distribution to class grades.

8 The Director of Schools may exclude these scores from students' final grades if results are not received
9 by the district at least five (5) instructional days before the end of the course.^{4,5}

10 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

11 *Interest inventories shall be made available to students in grades 7-12. These will include assessments*
12 *such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career*
13 *Finder.*

14 *Career aptitude assessments shall be administered to 7th graders in order to inform the student's high*
15 *school plan of study. Upon receiving the results from these assessments, the school shall provide students*
16 *with information on any available career and technical education opportunities in which the student is*
17 *eligible to participate.*

18 **TESTING INFORMATION AND PARENTAL CONSENT**

19 Any test directly concerned with measuring student ability or achievement through individual or group
20 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
21 of the system without first obtaining written consent of the parent(s)/guardian(s).²

22 Results of all group tests shall be recorded on students' permanent records and shall be made available
23 to appropriate personnel in accordance with established procedures.⁷

24 No later than July 31st of each year, the Board shall publish on its website information related to state
25 and board mandated tests that will be administered during the school year. The information shall
26 include:⁸

- 27 1. The name of the test;
- 28
- 29 2. The purpose and use of the test;
- 30
- 31 3. The grade or class in which the test will be administered;
- 32
- 33 4. The tentative date or dates that the test will be administered;
- 34

- 1 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
- 2 of the test;
- 3
- 4 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
- 5 required tests; and
- 6
- 7 7. If a board mandated test, how the test complements and enhances student instruction and
- 8 learning and how it serves a purpose distinct from state-required tests.
- 9 Testing information shall also be placed in student handbooks or other school publications that are
- 10 provided to parent(s)/guardian(s) on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
 Student Records 6.600

Maryville City Board of Education

Monitoring: Review: Biennially, in September	Descriptor Term: Application and Employment	Descriptor Code: 5.106 Rescinds: 5.106	Issued Date: 08/09/21 Issued: 02/11/19
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1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools as directed by
3 his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal
4 history background checks and fingerprinting of applicants for teaching positions and any other
5 positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant.⁴

13 *Certified Employees*

14 The application shall include evidence of licensure or a transcript of credits earned at the colleges or
15 universities attended along with references from persons such as previous employers, college
16 professors, and supervisors of student teachers. Other information shall include whether such applicant
17 has been dismissed for cause from a school system.⁵

18 No person shall be employed:

- 19 1. Who does not hold a valid license to teach *or a temporary permit to teach* from the State Board
20 of Education;⁶
- 21 2. Who has been identified by the Department of Children's Services as a perpetrator of child
22 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
23 threat to the health, safety, or welfare of children;⁷
- 24 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
25 of Health;⁷
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any
27 contagious or communicable disease in such form that might endanger the health of school
28 children;⁸
- 29 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
30 Tennessee and of the United States of America;⁹
- 31 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
32 employment for cause; or

7. Who does not receive a satisfactory background check.¹⁰

Classified Employees

No person shall be employed:

1. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
2. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
3. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹⁰

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*

Cross References

Orientation and Probation 5.107
 Compensation Guides & Contracts 5.110
 Background Investigations 5.118
 Recommendations and File Transfers 5.203
 Qualifications and Duties of the Director of Schools 5.802

Maryville City Board of Education			
Monitoring: Review: Biennially in September	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: 08/09/21
		Rescinds: 5.117	Issued: 02/11/19

1 *General*

2 To attain tenure status,¹ a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and recommended
3 by the Director of Schools; and (3) receive a majority vote of the Board.

4 **TENURE ELIGIBILITY²**

5 A teacher that meets the following requirements is eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has the
7 equivalent amount of training established and is licensed by the State Board of Education;
8
- 9 2. Holds a valid teacher license issued by the State Board of Education, based on training covering the
10 subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45) months
13 within the last seven-year period, the last two (2) years being employed in a regular teaching position
14 rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines adopted by
18 the State Board of Education, during the last two (2) years of the probationary period.

19 If a teacher has met all other requirements for tenure eligibility but has not acquired an official evaluation score
20 during the last one (1) or two (2) years of the probationary period due to allowable circumstances outlined in
21 state law, he/she may utilize the most recent two (2) years of available evaluation scores achieved during the
22 probationary period to become eligible for tenure.³

23 **ACQUISITION OF TENURE STATUS**

24 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for tenure or
25 nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.⁴

26 The following additional guidelines shall apply:

- 27 1. The Director of Schools will recommend persons eligible for tenure at a board meeting in ample time to
28 provide notice of non-renewal to each teacher not recommended for tenure within five (5) business days
29 following the last instructional day for the school year.⁵
30
- 31 2. The decision to grant tenure is solely within the discretion of the Board.⁶ Only those teachers who receive a
32 majority vote of the membership of the Board will be granted tenure.⁷
33

3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired beyond the current contract year.⁴

TEACHER RETURNING TO EMPLOYMENT

A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year probationary period upon reemployment, unless the probationary period is waived by the Board upon request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the Board, the teacher shall be dismissed.⁸

TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁹

A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another school system to begin employment in the Maryville School System shall serve the regular probationary period. The Board, upon the recommendation of the Director of Schools, may waive the probationary period and grant tenure status or shorten the probationary period.

If a nontenured teacher with fewer than five (5) years of service transfers from another school system, such teacher shall not be eligible for tenure status until the teacher has served the regular probationary period.

All tenure decisions made under this section are subject to the requirements concerning overall teacher performance effectiveness levels.

TEACHER RETURNING TO PROBATIONARY STATUS¹⁰

Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “below expectations” or “significantly below expectations” shall be returned to probationary status by the Director of Schools until the teacher has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations.”

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher shall be dismissed if tenure is denied by the Board.

This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No. 378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Maryville City Board of Education

Monitoring: Review: Biennially, in September	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200 Rescinds: 5.200	Issued Date: 08/09/21 Issued: 09/16/19
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1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or
3 final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal
5 have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no
6 circumstances shall the Director of Schools suspend a teacher with pay. If vindicated or reinstated, the teacher
7 shall be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

9 The Director of Schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
10 unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with
11 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an
12 opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given
13 a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
14 conference, which shall be recorded.

15 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured
16 teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
17 appropriate penalty.

18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴**

19 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3)
20 days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed
21 by the party or parties making the charges.

22 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater
23 than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision,
24 a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education
25 advising the teacher of his/her legal duties, rights, and recourse.

26 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
27 of notice give written notice to the Director of Schools of his/her request for a hearing.

28 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
29 maintained by the Board.

30 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
31 impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. *After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.*⁸

RETIREMENT

Retirement shall mean a termination of services under conditions that will allow the employee to draw benefits from retirement plans and/or Social Security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

- 1 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
- 2 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
- 3 office. It shall be the responsibility of the retiring employee to file for benefits.
- 4 Employees who retire under TCRS may be eligible to continue as a member of the group plan for medical
- 5 insurance under the conditions set forth in the Maryville City Schools Retirement Health Care Plan.
- 6 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
- 7 of retirement benefits.

8

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493

Cross References

Public Hearings 1.401
 Recommendations and File Transfers 5.203

Maryville City Board of Education			
Monitoring: Review: Biennially, in September	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 08/09/21
		Rescinds: 5.201	Issued: 09/19/19

1 SUSPENSION PENDING AN INVESTIGATION¹

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or
3 final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal
5 have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no
6 circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If vindicated or reinstated,
7 the non-tenured teacher shall be paid full salary for the period of suspension.

8 SUSPENSION OF THREE DAYS OR LESS²

9 A Director of Schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
10 unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with
11 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an
12 opportunity to respond to the Director at a recorded conference, if requested within five (5) days; and (3) given a
13 written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
14 conference, which shall be recorded.

15 Under no circumstances shall a Director of Schools suspend a non-tenured teacher with pay. If reinstated, the
16 non-tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed
17 to be an appropriate penalty.

18 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

19 The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher during the
20 contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving
21 the non-tenured teacher, in writing, due notice of the charges.

22 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before
23 an impartial hearing officer.

24 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the
25 case and the employee shall have the right to:

- 26 1. Be represented by counsel;
- 27
- 28 2. Call and subpoena witnesses;
- 29
- 30 3. Examine all witnesses; and
- 31
- 32 4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing. The employee may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, transcript, documentary, and other evidence presented and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in same manner as the non-tenured teacher.

Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school system is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. *Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school year.*³

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and permit a teacher to resign in good standing.

1 The conditions under which it is permissible to break a contract with the Board are as follows:⁵

- 2 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
3 of a physician approved by the Board; and
- 4
- 5 2. The release by the Board of the teacher from the contract which the teacher has entered into with the
6 Board.

7 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days' prior to the date of
8 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render
9 such notice may be considered a breach of contract.⁶

10 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State
11 Board of Education and request the suspension of a teacher's license. After the State Board of Education has
12 provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the
13 license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁷

14 **RETIREMENT**

15 Retirement is a termination of services under conditions which will allow the employee to draw benefits from
16 retirement plans and/or social security benefits.

17 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement
18 system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
19 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
20 office. It shall be the responsibility of the retiring employee to file for benefits.

21 Teachers who retire under TCRS may be eligible to continue as a member of the group plan for medical insurance
22 under the conditions set forth in the Maryville City Schools Retirement Health Care Plan.

23 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of
24 retirement benefits.

25 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT*
26 *follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of non-tenured teachers*
27 *after the contract year follows the nonrenewal procedures outlined in this policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4)

Cross References

Public Hearings 1.401
Recommendations and File Transfers 5.203

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 08/09/21
		Rescinds: 6.200	Issued: 05/13/19

1 *General*

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

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

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

10 The principal shall be responsible for ensuring that:⁶

- 11 1. Attendance is checked and reported daily for each class;
- 12
- 13 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
 14 for the majority of the day;
- 15
- 16 3. All student absences are verified;
- 17
- 18 4. Written excuses are submitted for absences and tardiness;
- 19
- 20 5. System-wide procedures for accounting and reporting are followed;
- 21
- 22 6. Providing documentation of enrollment status upon request for students applying for new or
 23 reinstatement of driver's permit or license; and
- 24
- 25 7. Notifying the Department of Safety whenever a student with a driver's permit or license
 26 withdraws from school.²

27 Student attendance records shall be given the same level of confidentiality as other student records. Only
 28 authorized school officials with legitimate educational purposes may have access to student information
 29 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 tier two of the progressive truancy plan described below prior to referral to juvenile court.

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, communication of attendance policy, automated and manual calls to parent/guardian after each absence, and the allowance of ten (10) excused absences with parental notes.

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

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes 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.
4. 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 shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of one or more of the following interventions: School-based community services; participation in a school-based restorative justice program; referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

MILITARY SERVICE OF PARENT/GUARDIAN

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

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

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled TCAP assessment must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. For courses with a state EOC exam, excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the TCAP assessment which shall be averaged into their final grade.

DRIVER'S LICENSE REVOCATION²

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

In order to qualify for reclaiming a driver's permit or license, the student shall return to school and make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period or become eighteen (18) years of age.

ATTENDANCE HEARING¹⁰

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

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

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. 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: Home Schools	Descriptor Code: 6.202	Issued Date: 08/09/21
		Rescinds: 6.202	Issued: 05/13/19

- 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;³

 - 15 6. Possess a high school diploma, GED, or HiSET;⁴

 - 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;⁵

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

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001

Cross References

Compulsory Attendance Ages 6.201

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 08/09/21
		Rescinds: 6.300	Issued: 11/11/19

Students shall conduct themselves appropriately and act with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. The Code of Conduct, student dress code¹, expectations, and consequences shall be outlined in each school's Student Handbook.⁴

The Codes of Conduct shall classify offenses into categories in accordance with the severity of the infraction and shall define commensurate disciplinary consequences for each class of offense. Codes of Conduct shall be distributed to students and parents at the beginning of each school year and shall be available for review at each school throughout the school year. The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.³

The range of consequences for violations of the Codes of Conduct may include, but are not limited to, detention, suspension, remandment to the alternative school, and expulsion.

The Director of Schools, or designee, shall oversee the process of developing, maintaining and implementing the Codes of Conduct and disciplinary procedures. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavioral support, conflict resolution, positive reinforcement, and child-specific discipline plans. Exclusionary discipline shall only be used as a measure of last resort.²

The principal of each school shall implement and apply the Codes of Conduct in his/her school. The principal shall communicate disciplinary expectations and maintain records documenting disciplinary actions. Staff members have the authority to enforce the code of conduct³ and shall ensure that disciplinary measures are implemented in a manner that:⁵

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

- 1 In order to ensure that these goals are accomplished, the school district shall utilize the following
 2 trauma-informed discipline practices: Restorative practices, RTI²B, multi-tiered system of supports,
 3 and behavior intervention plans. Principals shall use appropriate discipline management techniques
 4 when enforcing the code of conduct.
- 5 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 6 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 7 death to another person.⁶

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. 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: Interference/Disruption of School Activities	Descriptor Code: 6.306 Rescinds: 6.306	Issued Date: 08/09/21 Issued: 05/13/19
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1 *General*

2 A student shall not engage in conduct which causes the disruption or interference with the operation of
 3 the school while on school property, in school vehicles or buses, or at school-sponsored events,
 4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and
 6 have the authority to control the conduct of any student while under the supervision of the school
 7 district.¹

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion
 9 depending on the severity of the offense and the student's prior record.²

10 **REMOVAL OF STUDENT³**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may
 12 submit a written request along with the required documentation to the principal/designee to remove the
 13 student from the teacher's classroom. The student will be given notice of the rationale for the request
 14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student's
 16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
 18 abuse or overuse with the teacher and may require the teacher to complete additional professional
 19 development to improve the teacher's classroom management skills.

20 *Appeal Process*

21 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
 22 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
 23 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

- Code of Conduct 6.300
 Suspension 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: 08/09/21
		Rescinds: 6.402	2Issued: 02/08/21

1 **PHYSICAL EXAMINATIONS¹**

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

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

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.³

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.⁴

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 an
22 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ 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.⁶

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

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf;
- 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: 08/09/21
		Rescinds: 6.4081	Issued: 05/13/19

Employees who are directly responsible for a student's education or other employees who interact with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two or more students or between a student and a district employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.¹

The Director of Schools shall create procedures to implement this policy consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500