Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION **5:30 PM, JUNE 12, 2023**
REGULAR MEETING **FORT CRAIG MULTI-PURPOSE ROOM**

I. CALL TO ORDER **CHAIRMAN 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 May 8, 2023, meeting (Attachment)
2. Approve Canvas Cloud renewal from Instructure – $25,608.00 - Funding Source: Technology Software (Attachment A1)
3. Ratify Executive Committee approval for additional purchase for iReady Math - $46,231.50 – Funding Source: Textbook-Electronic funds (Attachment A2)
4. Ratify Executive Committee approval for 12 Newline Boards for Sam Houston Elementary School - $26,628.00 – Funding Source: Sam Houston Elementary School Internal School Funds (Attachment A3)
5. Approve Cope Architecture submittal of the Maryville Junior High School addition for the TSBA School of the Year for Excellence in Architectural Design.
6. Approve renewal of agreement with Smart Mouth Pizza to provide supplies for the Maryville Junior High School and Maryville High School cafeterias for the 2023-24 school year.
7. Approve annual Microsoft licensing renewal - $33,193.65 – Funding Source: Technology Software (Attachment A4)

V. AGENDA ITEMS

1. Consider purchase of new playground equipment for John Sevier Elementary School - $71,023.99 – Fund Source: Adventure Club Funds (Attachment B1)
2. Consider bids for a Walk-in Freezer at John Sevier Elementary School – Funding Source: Equipment Assistance Grant and Food Service Funds (Attachment B2)
3. Consider agreement to purchase a portion (approximately one acre) of Tax Parcel ID: 047K D 055.00 - $20,000.00 – Funding Source: Capital Outlay (Attachment B3)
4. Consider changes to Board Policy sections: 1.106, 1.400,1.402, 1.404, 3.202, 3.204, 3.205, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119, 5.302, 5.305, 5.307, 5.600, 6.202, 6.309, 6.310 and 6.319. (Attachment B4)
5. Consider agreement to purchase house located at 805 Mountain View Avenue in Maryville, Tennessee – $415,000.00 – Funding Source: Capital Outlay

VI. REPORTS FROM DIRECTOR OF SCHOOLS

VII. RECOGNITION OF STAFF AND STUDENTS

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURN

Upcoming meeting dates:
July 17, 2023, 5:30 p.m., Fort Craig Multi-Purpose Room
August 21, 2023, 5:30 p.m. Fort Craig Multi-Purpose Room

INSTRUCTURE

Services Order Form

Order #: Q-286223-2
Date: 2023-04-09
Offer Valid Through: 2023-06-15

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Maryville City Schools

Address:	833 Lawrence Av
City:	Maryville
State/Province:	Tennessee
Zip/Postal Code:	37803
Country:	United States

Order Information

Billing Frequency:	Annual Upfront
Payment Terms:	Net 30

	Billing Contact	Primary Contact
Name:	Deana Bishop	Deana Bishop
Email:	deana.bishop@maryville-schools.org	deana.bishop@maryville-schools.org
Phone:	+1 865 982 7121	+1 865 982 7121

Billing Frequency Term:
Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2023-07-01	2024-06-30	User	4,400	USD 5.82	USD 25,608.00
Recurring Sub-Total						USD 25,608.00
Year 1 Total						USD 25,608.00
					Grand Total:	USD 25,608.00

Metrics and Descriptions:

User: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

May 12, 2023
Maryville City School Board
Executive Committee Meeting

Approve additional purchase for iReady Math – Funding Source: Textbook-Electronic funds- $46,231.50.

APPROVED:

Director of Schools _____ Date 05/12/2023

Chairman, Board of Education _____ Date 05/12/2023

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

May 19, 2023
Maryville City School Board
Executive Committee Meeting

Approve purchase of 12 Newline Boards for Sam Houston Elementary School – $26,628.00 - Funding Source: Sam Houston Elementary School Internal School funds

APPROVED:

Director of Schools _____ Date 05/192023

Chairman, Board of Education _____ Date 05/19/2023

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

Quote

#274664

05/19/2023

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
4675 E. Cotton Center Blvd
Suite 155
Phoenix AZ 85040
www.bluum.com

Bill To
SAM HOUSTON ELEMENTARY SCHOOL
330 MELROSE ST
MARYVILLE TN 37803

Ship To
SAM HOUSTON ELEMENTARY SCHOOL
330 MELROSE ST
MARYVILLE TN 37803

Memo:
BOB KIRKLAND

Expires	Sales Rep	Contract	Terms
06/19/2023	768 BARRY MASTERS		Net 30

Qty	Item	MFG	Price	Ext. Price
12	**TT-7521Q** 750Q 4K LED 4K Multi-Touch Display w/ USB Type-C **DOES NOT COME WITH MOUNT, All Education orders receive a free mount but must be on PO at $0, part EPR8A50600-000**	Newline	$2,219.00	$26,628.00
12	**EPR8A50600-000** 650/700/750/800/860/X5/X7 Wall Mount	Newline	$0.00	$0.00
12	**EPR1B39900-000** NEWLINE ENGAGE CLOUD License	Newline	$0.00	$0.00
1	**SHIPPING&HANDLING** Shipping and Handling SHIP WITH LIFTGATE, free over 10 panels.	n/a	$0.00	$0.00

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	$26,628.00
Tax Total	$0.00
Shipping Cost	$0.00
Total	$26,628.00

274664

Pricing Proposal
Quotation #: 23521798
Reference #: 66620365
Created On: 5/26/2023
Valid Until: 6/30/2023

TN-City of Maryville Schools

Andy Lombardo
833 LAWRENCE AVE
MARYVILLE, TN 37803
United States
Phone: (865) 982-7121
Fax:
Email: andy.lombardo@maryville-schools.org

Account Representative

Ralph Parmenter
290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-715-3197
Fax: 732-868-6055
Email: MSSoutheastEDU@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Microsoft 365 A3 - Subscription license - 1 user - hosted - academic - EES - All Languages Microsoft - Part#: AAD-38391 Coverage Term: 7/1/2023 – 6/30/2024 **Note:** Faculty	510	$54.68	$27,886.80
2	Microsoft 365 A3 - Subscription license - 1 user - hosted - academic, student - EES - All Languages Microsoft - Part#: AAD-38397 Coverage Term: 7/1/2023 – 6/30/2024 **Note:** Student	20000	$0.00	$0.00
3	Microsoft Office 365 (Plan A2) - Subscription license - 1 user - hosted - academic - Campus, School, EES - All Languages Microsoft - Part#: M6K-00001 Coverage Term: 7/1/2023 – 6/30/2024	400	$0.00	$0.00
4	M365 A5 Unified Edu Sub Per User Microsoft - Part#: AAD-38400 Coverage Term: 7/1/2023 – 6/30/2024 **Note:** Faculty **A5 Option**	1	$112.95	$112.95
5	M365 A5 Security Edu Sub Per Win A5 Per User Microsoft - Part#: PYQ-00005 Coverage Term: 7/1/2023 – 6/30/2024	510	$8.41	$4,289.10
6	Win Server DC Core ALng LSA 2L Microsoft - Part#: 9EA-00039 Coverage Term: 7/1/2023 – 6/30/2024 **Note:** ADP 12 months	24	$37.70	$904.80
			Total	$33,193.65

Additional Comments

Wesley D. Lombardo

72250471

PLAYWORLD PREFERRED The world needs play.
P: 1-800-459-7241 F: 704-584-1034

QUOTE

Date	Quote #
5/25/2023	PWCQ20798-05

Quote valid for 30 days.

Bill To:	Site/End User:	Ship To:
John Sevier Elementary School Kristin Bosco 2001 Sequoyah Avenue Maryville, TN 37804 P: (865) 983-8551 F: kristin.bosco@maryville-schools.org	**John Sevier Elementary School** Kristin Bosco 2001 Sequoyah Avenue Maryville, TN 37804 P: (865) 983-8551 F: kristin.bosco@maryville-schools.org	**John Sevier Elementary School** Kristin Bosco 2001 Sequoyah Avenue Maryville, TN 37804 P: (865) 983-8551 F: kristin.bosco@maryville-schools.org

50% Deposit Required.
See Terms and Conditions

Ship Via	Sales Representative	Prepared By
BEST METHOD	Beth Ramer	Beth Ramer

Qty	Item #	Description	Unit Price	Ext. Price
		NJPA Contract # 010521 Customer- NJPA Member ID 11524		
1	ZZXX0483	COZY COCOON - SPINNING	$3,985.00	$3,985.00
1	ZZXX1158	ACCESSIBLE WHIRL	$15,090.00	$15,090.00
2	ZZUN8727	PLAYCUBE - GROUND LEVEL	$3,912.00	$7,824.00
1	ZZUN8771	PASSAGE	$1,165.00	$1,165.00
		SubTotal		$28,064.00
1	QWDISCPW	Discount on Playworld products	-$2,806.40	-$2,806.40
1	Install-EQ	Installation of Equipment **Unless noted, pricing is based on a flat, level, accessible area. **Does not include grading, fence removal, equipment removal or disposal. **Does not include safety surfacing. **Equipment must be installed according to manufacturer's specifications.	$9,000.00	$9,000.00

Qty	Item #	Description	Unit Price	Ext. Price
1	SyntheticTurf	Synthetic Turf Safety Surfacing System	$35,764.00	$35,764.00

SubTotal	$70,021.60
Tax Rate	0.00 %
Sales Tax	$0.00
Shipping	$1,002.39
Total	**$71,023.99**

We appreciate the opportunity to work with you on this project.
If this quotation does not meet your needs or expectations we will be happy to make any revisions necessary.

Please contact your Playworld Preferred Sales Representative if any of the foregoing information is incorrect.

Order Acknowledgement will be sent within 48 hours after your Purchase Order has been processed. Order Acknowledgement will include the estimated Ship Date. Shipping notification and documentation will be sent once the product ships.

**Please note, due to market variables outside of our control, certain items such as commodity material price fluctuations, freight surcharges, sales tax rates, and additionally requested re-consigned delivery location fees may change the final amount invoiced from the amount originally provided on this quote. **

Maryville City Schools

Bid/RFP Title Walk-in Freezer @ VSE

Bid Opening Data Date/Time 5/11/23 2:00 pm

Location CO Maryville City Schools Central Office, 833 Lawrence Ave, Maryville, TN 37803

Company	Bid Proposal	Pricing Proposal	Remarks
Mobile Fixture	$37,159.81		
Strategic Equipment	$ 37,430.24		

SFA Personnel: Jeremy Hooper

Witness: Gina Holland

Witness: Luke Whitehead

Vendor Personnel Present at Bid Opening

NAME	COMPANY

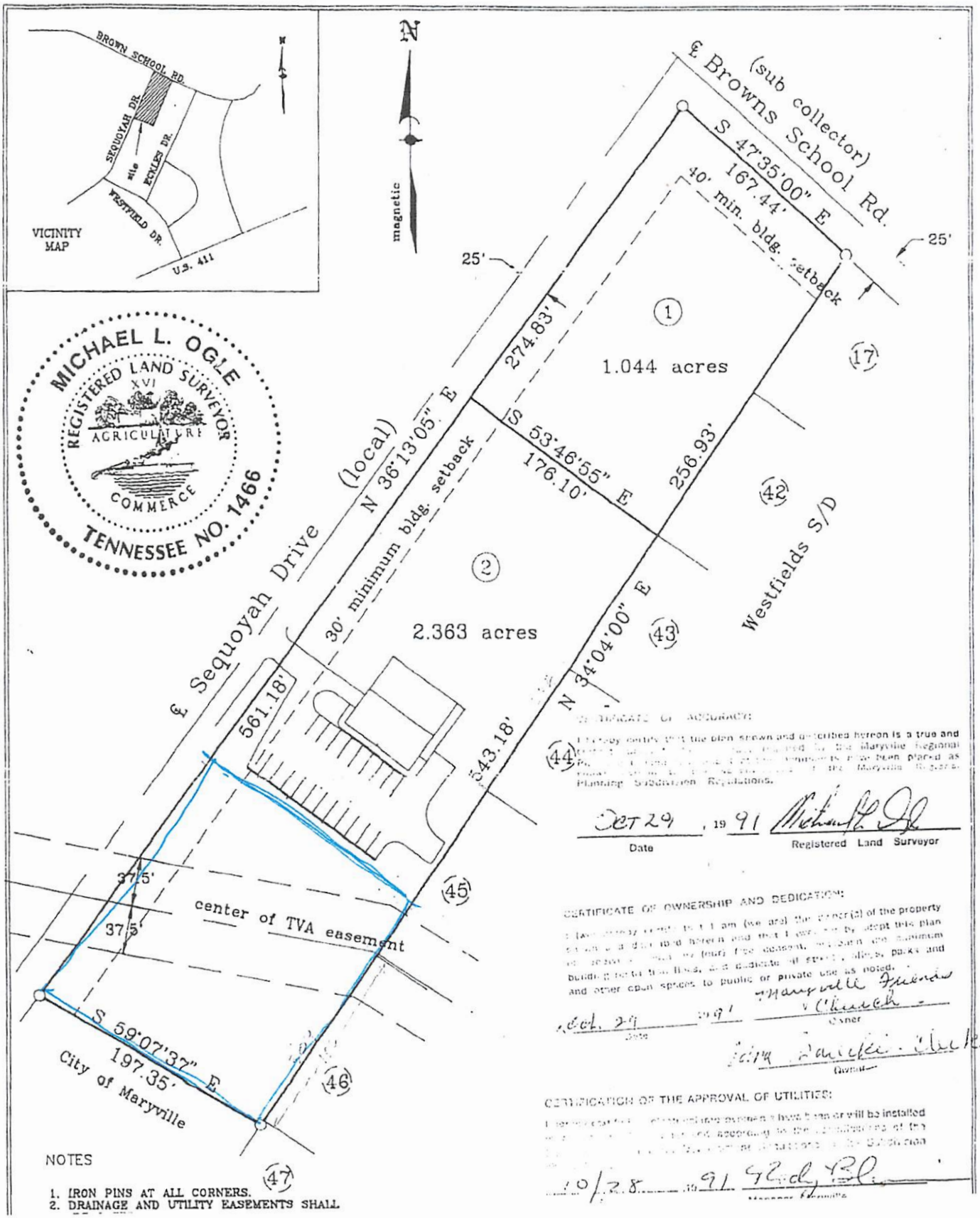
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture



CERTIFICATE OF ACCURACY:

I hereby certify that the plan shown and described hereon is a true and [illegible] by the Maryville Regional Planning Commission and that it has been placed as [illegible] the Maryville Subdivision Regulations.

OCT 29, 1991
Date

Michael L. Ogle
Registered Land Surveyor

CERTIFICATE OF OWNERSHIP AND DEDICATION:

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby accept this plan of subdivision and dedicate to public use (for ingress, egress, and utility easement purposes) all streets, alleys, parks and other open spaces shown or noted, and dedicate all streets, alleys, parks and other open spaces to public or private use as noted.

Maryville Friends Church
Owner

Oct. 29, 1991
Date

Owner

CERTIFICATION OF THE APPROVAL OF UTILITIES:

I hereby certify that [illegible] have been or will be installed [illegible] according to the specifications of the [illegible] or guaranteed as to their installation in the Subdivision [illegible]

10/28, 1991

NOTES

1. IRON PINS AT ALL CORNERS.
2. DRAINAGE AND UTILITY EASEMENTS SHALL

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Code of Ethics**	**1.106**	**07/17/23**
		Rescinds: **1.106**	Issued: **04/17/23**

General[1]

Board members and school district employees may not accept, directly or indirectly, any gift, money, gratuity, consideration, or favor that a reasonable person would understand was intended to influence the vote, official action, or judgment of the board member or employee in executing decisions affecting the school district. It is also prohibited for a board member's or an employee's spouse or child living in the same household to accept such items.

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

ETHICS COMPLAINTS

The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3) members who will be appointed to one-year terms by the Board Chair with confirmation by the Board. At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of Schools' office, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and include details as to the facts surrounding the complaint.

The Ethics Committee may investigate an ethical complaint received against a board member or employee and make recommendations to cease any activity that, in the Ethics Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

The Ethics Committee may:

1. Refer the matter to the board attorney;

2. In the case of a board member, refer the matter to the Board of Education for possible public censure, if warranted;

3. In the case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action, if warranted; or

4. In a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

POINT OF CONTACT[2]

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**School Board Meetings**	**1.400**	**07/17/23**
		Rescinds: **1.400**	Issued: **10/15/18**

The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

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

REGULAR MEETINGS

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE[5]

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

~~*General Requirements*~~

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons. The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

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

2. Any member wishing to participate electronically must do so using technology that allows the chair to visually identify the member.

3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

~~Work-Related Absence~~

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

~~1. The Board member must be absent from the county due to work.~~

~~2. The member wishing to participate must give the chair and Director of Schools at least five (5) days' notice prior to the meeting of the member's desire to participate electronically.~~

~~Family Emergency~~

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

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

Work-Related Absence

A board member may attend a meeting by electronic means if out of the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. The board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the board member's intention to participate electronically.

Sickness or Period of Convalescence

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

Inclement Weather or Natural Disaster

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

Family Emergency

A board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person. The absence shall be due to the hospitalization of the board member

or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times per year for this reason.

Military Service

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350)

Cross References

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

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Notification of Meetings**	**1.402**	**07/17/23**
		Rescinds: **1.402**	Issued: **10/15/18**

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

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

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

Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary hearings, shall include information on how community members can participate in the public comment portion of the board meeting. [3]

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Appeals to and Appearances Before the Board**	**1.404**	**07/17/23**
		Rescinds: **1.404**	Issued: **10/15/18**

APPEALS TO THE BOARD

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

APPEARING BEFORE THE BOARD

Public Comment Period[2]

There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The total public comment period shall be for no more than twenty (20) minutes. If an individual wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Each speaker shall be given no more than two (2) minutes. Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

Individuals speaking to the Board shall address remarks to the Chair and may direct questions to individual board members or staff members only upon approval of the Chair. Each person speaking shall state his/her name and address. The Chair shall have the authority to terminate the remarks of any individual who violates state law or does not adhere to board rules.[1]

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

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

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

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Emergency Preparedness Plan**	**3.202**	**07/17/23**
		Rescinds: **3.202**	Issued: **07/11.22**

The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval of the district Emergency Preparedness Plan,[1] which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. ~~These procedures shall be in written form and distributed to all staff, students, and parents.~~

FIRE AND SAFETY DRILLS

The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

The principal shall ensure that three (3) additional safety drills are given during the school year.[3] These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.[3]

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

~~ARMED INTRUDER DRILLS~~

~~The Director of Schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.~~[4]

ANNUAL DRILLS[4]

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

1. *An armed intruder drill in coordination with local law enforcement;*

2. *An incident command drill; and*

3. *An emergency safety bus drill.*

AED DRILLS[5]

All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the event of a medical emergency. The principal shall ensure that the drill occurs.

MEDICAL EMERGENCIES/PANDEMIC FLU[6]

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The Director of Schools shall develop procedures for health emergencies in accordance with state law and regulations.

REMOTE LEARNING DRILLS[7]

At least once each school year, a remote learning drill shall be conducted. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Threat Assessment Team**	**3.204**	**07/17/23**
		Rescinds:	Issued:

General[1]

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.[2]

RECORDKEEPING[3]

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Security**	**3.205**	**07/17/23**
		Rescinds: **3.205**	Issued: **08/09/21**

General[1]

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

1. Developing programs that contribute to the proper care and use of school facilities and equipment;

2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school facilities or equipment without appropriate supervision;

3. Controlling the issuance of keys; and

4. Ensuring that equipment purchased with federal funds is managed as directed by federal law.[2]

[**The following is the default if the district does not create alternate local procedures.**] *All exterior doors leading into a school building shall be locked at all times and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.*[3]

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

AFTER SCHOOL HOURS

[**The following is the default if the district does not create alternate local procedures.**] *If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school district employee shall be stationed by the door to ensure access is limited to authorized persons.*[3]

LAW ENFORCEMENT SERVICES[1]

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

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

1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment.

2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.[4]

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.

CYBERSECURITY[5]

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. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805(9)

Cross References

Visitors to the Schools 1.501
Care of School Property 6.311

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**Extracurricular Activities**	**4.300**	**07/17/23**
		Rescinds: **4.300**	Issued: **02/11/19**

The following shall be adhered to:

1. All extracurricular activities and clubs must have the approval of the principal.
2. Each student activity must be under the guidance and direction of a staff member.
3. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.
4. Extracurricular activities shall only be open to students enrolled full-time in Maryville City Schools. Guidelines for home school in TSSAA-sanctioned activities will follow state law and TSSAA regulations.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.[1]
7. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
8. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.[2]
9. Ninth grade students are allowed to participate in extracurricular activities at Maryville High School.

STUDENT CLUBS & ORGANIZATIONS[3]

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Director of Schools shall develop administrative procedures outlining this recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Attendance 6.200

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Student Surveys, Analyses, and Evaluations**	**6.4001**	**07/17/23**
		Rescinds: **6.4001**	Issued: **05/13/19**

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

Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials.[1] Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. ~~Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their child out of participation.~~ The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests.[1]

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

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

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

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

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

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

COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING[5]

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

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

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

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

Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Physical Examinations and Immunizations**	**6.402**	**07/17/23**
		Rescinds: **6.402**	2Issued: **08/09/21**

PHYSICAL EXAMINATIONS[1]

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

1. Entering school for the first time and

2. Participation as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on file in the principal's office.

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with their student's progress. ~~The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.~~[3] Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.[3]

IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records.[2,5] It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.[4]

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

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;[5] or

2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.[6]

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

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf ; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**Library Materials**	**4.403**	**07/17/23**
		Rescinds: **4.403**	Issued: **07/11/22**

General

The district's Library Media Specialists shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.[1] The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit; and

4. The collection as a whole shall offer a variety of viewpoints.

Library Media Specialists shall be responsible for periodically reviewing the district's library collection in line with these established standards.

COMPLAINTS[2]

Tier I

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. *Inform the complainant of the selection procedures and make no commitments.*

2. *Request the complainant to submit a Request for Reconsideration of Library Materials form.*

3. *Inform the principal (and other appropriate personnel).*

4. *Keep challenged materials available for use during the reconsideration process.*

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within fifteen (15) working days. The review committee is appointed by the principal and should include certified library media personnel, representatives from classroom teachers, one or more parents, and may

include one or more students. The principal will inform the Director of Schools of the review committee's progress.

After receiving the challenged materials, the following steps should occur:

1. *Read, view, or listen to the contested material in its entirety;*

2. *Check general acceptance of the material by reading recognized and evaluative reviews;*

3. *Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and*

4. *Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.*

Tier Two

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

Tier Three

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Application and Employment**	**5.106**	**07/17/23**
		Rescinds: **5.106**	Issued: **08/09/21**

APPLICATION

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

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

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

Certified Employees

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

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;[6]
2. Who has been identified by the Department of Children's Services, *or on a similar registry in another jurisdiction*, 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]
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, *or on a similar registry in another jurisdiction*;[7]
4. 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]
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]
6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from 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.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.[12] From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406; TCA 49-5-413
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; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
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*.
12. TCA 49-5-406(b)

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:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Employment of Retirees**	**5.119**	**07/17/23**
		Rescinds: **5.119**	Issued: **07/11/22**

General

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. The salary paid to a retired individual employed in a certified position will be equal to the rate of compensation set by the Board for teachers with no experience filling similar positions.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days ~~if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach~~.[1]

GENERAL EMPLOYMENT CONTRACTS

The Director of Schools may employ retired teachers ~~retired for at least one (1) year for full-time employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis~~. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:[2]

1. ~~The Director of Schools of the employing district shall certify in writing that no other qualified individuals are available to fill the position;~~

2. ~~The Commissioner of Education shall certify that the employing school district serves an area that lacks qualified teachers to serve in the position to be filled;~~

3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;

4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and

5. ~~The salary paid to the retired teacher shall not be more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~ The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

ADDITIONAL EMPLOYMENT OPTION FOR RETIREES[3]

Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:

1. The retired member has been retired for at least sixty (60) calendar days;

2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;

~~3. The retired member's employment can't be longer than a one (1) year period; however, the retired member can be reemployed for additional one (1) year periods;~~

4. The retired member is not drawing disability retirement benefits; and

5. The retired member can't accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member's reemployment ~~and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position.~~

Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805; Public Acts of 2023, Chapter No. 425
2. TCA 8-36-821; Public Acts of 2023, Chapter No. 425
3. TCA 8-36-822; Public Acts of 2023, Chapter No. 425

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Sick Leave**	**5.302**	**07/17/23**
		Rescinds: **5.302**	Issued: **02/11/19**

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]

An employee claiming sick leave may be required to file a certificate from a physician stating the nature of the illness and the length of time the employee was unable to work. An employee absent to five (5) consecutive working days shall submit a physician's statement verifying illness or injury of the employee or immediate family member.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active employee shall be kept in the Director of Schools' office.

CERTIFIED PERSONNEL

Certified personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.[1]

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.[3]

CLASSIFIED PERSONNEL

Classified personnel shall earn one (1) day of sick leave for each month an employee is employed.

All unused sick leave accumulated by the employee shall be forfeited at separation of employment, except in the case of retirement.

SICK LEAVE BANKS

The purpose of the sick leave banks are to provide sick leave to all employees[4] who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

Sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave banks and shall enact rules and regulations consistent with state law.[6] Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the

employee's personal accumulation and donated to the appropriate sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.[7]

At any time the number of days in a sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.[7]

An employee who is a member of a sick leave bank may request an allotment of days (for the employee's personal illness *or on account of an illness of his/her minor child*) in the manner designated by the trustees. The need for these days must be verified by a statement from a physician.[8]

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year.[9] Membership withdrawal results in forfeiture of all days contributed.

The sick leave banks shall be operated in accordance with state law.[10]

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Family and Medical Leave**	**5.305**	**07/17/23**
		Rescinds: **5.305**	Issued: **02/11/19**

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility[1]) during the previous twelve-month period shall be eligible to use FMLA leave.[2]

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a 12-month period for the reasons below. The eligibility period for FMLA leave is the 12-month period measured forward from the date of the employee's first FMLA leave usage.

1. The birth of a child;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;

4. The care of a spouse, child, or parent of the employee who has a serious health condition; and

5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.[3]

2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.[4]

3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.[5]

4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed by the school district full time for at least twelve (12) consecutive months.

   Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.[6]

LEAVE FOR A SERIOUS HEALTH CONDITION[6]

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*[7] - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active

duty status in the Armed Forces. Qualifying exigencies may include:

a. Issues arising from the service member's short notice deployment;
b. Military events and related activities (e.g. official ceremonies, support programs);
c. Making or updating financial and legal arrangements;
d. Attending counseling;
e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
f. Attending post-deployment activities.

2. *Military Caregiver Leave*[8]- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

   A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

   The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single twelve (12) month period" for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE[9]

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

    a. *Employee Notice*[11]- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

    b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.[11] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.[13]

2. Certification Requirement[14]

    a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:

        i. The date on which the serious health condition commenced;
        ii. The probable duration of the condition;
        iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
        iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

    b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Certified Employees)[15]

    a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

    b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD[16]

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:

    a. The employee fails to return from leave after the period of leave has expired; and

    b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co*., 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v, Morton International, Inc*., 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Physical Assault Leave**	**5.307**	**07/17/23**
		Rescinds: **5.307**	Issued: **02/11/19**

~~A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal, or professional leave.~~[1]

~~The school system shall continue to pay the teacher's full benefits, including but not limited to health insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician to return to work or the date on which the teacher is determined by the teacher's physician to be permanently disabled from returning to work.~~[2]

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.[1]

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.[2]

Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Staff Rights & Responsibilities**	**5.600**	**07/17/23**
		Rescinds: **5.600**	Issued: **02/11/19**

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.[1]

Educators have the right to:[2]

1. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;

2. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;

3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;

4. Provide students with a safe environment;

5. Defend themselves and their students from physical violence or harm;[3]

6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]

7. Review all instructional material or curriculum before being utilized by students; and

8. Not be required to use his/her personal money to appropriately equip a classroom.

9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;[5] and

10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.[6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;

2. To adhere to the Teacher Code of Ethics, to the extent applicable;[7]

3. Comply with established policy, routines, and procedures relating to an employee's attendance and punctuality, and adhere to scheduled roles and responsibilities;

4. Be truthful and honest regarding all matters of interest to the Maryville City School District;

5. Promote a safe and healthy environment and conduct themselves in a manner free from harassment, intimidation, bullying, substance abuse, bias, discrimination, and violence;

6. Comply with justifiable directives issued by a recognized source of authority;

7. Be truthful and properly present and use documents, data, and other information sources of interest to the Maryville City School District;

8. Conduct themselves in a manner, on or off Maryville City School District property or outside the established contract day, that does not affect the ability of the employee to perform his/her job duties;

9. Work with, cooperate, and collaborate with assigned designated team(s) in a professional manner;

10. Maintain confidentiality in all matters pertinent to the Maryville City School District including but not limited to local, state, and federal policies;

11. Plan, prepare, and provide for optimal execution of job responsibilities;

12. Immediately intervene (when applicable) and report any code of conduct violation that negatively impacts an environment conducive to safe and supportive learning;

13. Be courteous and helpful in interacting and responding to parents, visitors, and members of the public;

14. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board regulations, board policy, and administrative procedures; and

15. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Home Schools**	**6.202**	**07/17/23**
		Rescinds: **6.202**	Issued: **08/19/21**

A "home school" is a school conducted or directed by a parent(s)/guardian(s) for their own children. Home schools which teach K-12 where the parent(s)/guardian(s) are associated with an organization that conducts church-related schools[1] are exempt from the following provisions but must follow procedures issued by the State Department of Education.

A parent/guardian wishing to conduct a home school shall meet the following requirements:[2]

1. Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;

2. Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;

3. Maintain attendance records, subject to inspection of the Director of Schools;

4. Submit attendance records to the Director of Schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;[3]

6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;[4]

7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);

8. Take actions according to state law if home school student falls behind appropriate grade level;

~~9. Submit proof to the Director of Schools that the home school student has been vaccinated as required by law;~~[5]

10. Submit proof to the Director of Schools that other health services and examinations as required by law have been received by the home school student; and

11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

If one or more of these requirements are not met, the Board authorizes the Director of Schools to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age seventeen (17), either in the home school or in a public, private, or church-related school).

The Director of Schools shall develop administrative procedures regarding necessary consultations with home school parents in regard to student performance.[5]

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Zero Tolerance Offenses**	**6.309**	**07/17/23**
		Rescinds: **6.309**	Issued: **05/13/19**

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

WEAPONS & DANGEROUS INSTRUMENTS

Firearms (State Zero Tolerance Statute)[2]

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

Weapons other than firearms (Local Zero Tolerance Policy)

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.[9]

Dangerous weapons for the purposes of this policy shall include, but are not limited to, anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.[10]

Violators of this section shall be expelled for a period of not less than ninety (90) days. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

DRUGS AND ALCOHOL

Drug Possession (State Zero Tolerance Statute)[3]

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

Local Zero Tolerance Policy

Students shall not consume, possess, use, sell, distribute, or be under the influence of alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

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

Students shall not possess, sell, or distribute drug paraphernalia, including, but not limited to, vape pens/products uses with or associated with evidence of THC and/or CBD products.

Students shall not use or be under the influence of products containing or marketed as containing any level THC and/or CBD. For controlled substance possession, see the State Zero Tolerance section above.

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

ASSAULT (State Zero Tolerance Statute)

In accordance with state law, any student who commits aggravated assault[4] or commits assault that results in bodily injury[5] upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

THREAT OF MASS VIOLENCE[6] (State Zero Tolerance Statute)

In accordance with state law, any student who threatens mass violence on school property or at a school-related activity shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

ELECTRONIC THREATS (State Zero Tolerance Statute)

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[7]

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.[8]

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)
9. TCA 39-17-1309(b)
10. TCA 39-11-106(a)(6)

Cross References

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

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Dress Code**	**6.310**	**07/17/23**
		Rescinds: **6.310**	Issued: **05/13/19**

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

A dress code to provide additional details shall be developed at each school based on the guidelines listed below for grades 4-12. Dress code guidelines for grades PreK-3 shall be developed at the school level and are exempt from the guidelines in this policy section. In addition, school administrators have discretion on the enforcement of the guidelines with fourth and fifth grade students. The dress code shall be accessible to students and parents at the beginning of each school year and shall be included in each school's student handbook.

When a student is dressed in a manner which causes disruption to learning or interference with the operation of the school or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include, but is not limited to, a wardrobe change, parent notification, and/or suspension.

DRESS CODE GUIDELINES (Grades 4-12)

All clothing must be of appropriate fit and length as defined in the guidelines below in order to not disrupt or interfere with the learning environment or constitute a health or safety risk to the student or others. To help create the best learning environment for students, the following standards for student dress shall be observed for grades 4-12 in Maryville City Schools:

1. Pants must be worn at the waist, must be appropriately sized, and at a safe length. Tears, rips, or holes must be at or below mid-thigh. Leggings and other compression-style pants must be opaque and properly fitted with an opaque, top garment of sufficient length to cover at least to the midpoint of the buttocks and with comparable coverage in the front.
2. Shirts and tops must completely cover the abdomen and back. Shirts or tops must be tucked in or cover the waistband of pants, shorts, or skirts with no midriff visible. Shirts or tops that are extremely tight or have very low necklines are prohibited. Shirts may not be worn which extend below the bottom hem of skirts or shorts.
3. Sleeveless garments must cover shoulders as measured by a three-finger width.
4. Undergarments must not be visible including sports bras, bralettes, and boxers.
5. Shorts should be properly fitted with length at least comparable to popular athletic shorts (i.e., approximately 3 inch inseam). Shorts should be worn with their intended design (e.g., athletic shorts should be worn without rolling up the hemline or rolling down the waistband). Compression-style shorts may only be worn under skirts, dresses, or shorts that meet the dress code guidelines.

6. Skirts and dresses should be of appropriate fit and not be shorter than mid-thigh (approximately halfway between the inseam and knee; at the end of most people's fingertips.).
7. Earrings and nose studs are the only visible, piercing jewelry allowed to be worn at school.
8. Head apparel, except for religious or medical reasons, must not be worn on campus.
9. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
10. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses when indoors, except for health purposes, and (4) sleepwear and blankets.
11. Clothing and accessories such as backpacks, patches, jewelry, notebooks, and tattoos must not display (1) *profanity*, (2) racial or ethnic slurs/symbols, (3) gang affiliations, (4) vulgar, subversive, or sexually suggestive images; nor should they promote alcohol, tobacco, or illegal drugs.

The school administration reserves the right to determine whether the student's attire and appearance are within the parameters of the dress code policy. In matters of opinion, the judgment of the principal/designee shall prevail.

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

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

Legal References

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

Cross References

Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Alternative School Programs**	**6.319**	**07/17/23**
		Rescinds: **6.319**	Issued: **08/10/20**

General[1]

The Maryville City Schools Board of Education shall operate an alternative school and alternative program for students in grades 6-12 who have been suspended or expelled from regular school programs.[1] Once a student has enrolled in an alternative program, attendance shall be mandatory.

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. The alternative school is located in a separate facility from the regular school program.

An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs shall include, but are not limited to, the following: Saturday School, Twilight School, and Digital Learning.

Students attending an alternative school shall provide their own transportation. The Director of Schools may approve an exception to the transportation policy for documented hardship. The Director of Schools shall develop procedures regarding the application and review process for transportation.

Teachers in alternative programs shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

The alternative school and program shall be operated in accordance with state laws and the rules of the State Board of Education[2] and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.[2]

ASSIGNMENT

Students who have been suspended for more than ten (10) days or expelled shall be assigned to the alternative school or program if there is staff and space available.[3] Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;

2. Safety considerations; and

3. Type of infraction.

The Director of Schools/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero tolerance offense;[4] or

2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school, if assigning the student to the alternative school or program would endanger the safety of the students or staff.[5]

Consideration to assign these students to the alternative school or program will be determined by the Director of Schools/designee on a case-by-case basis.

Prior to the assignment of the student to the alternative school or program, the Director of Schools/designee shall provide written notice to the student's parent/guardian stating the reason and conditions for the student's placement.[6]

If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws and rules and regulations related to special education shall be followed. The Director of Schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.[7]

REMOVAL[8]

A student may be removed from the alternative school or program if:

1. He/she violates the rules of the alternative school or program; or

2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES[9]

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

TRANSITION PLAN[10]

The Director of Schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

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