

**Regular Meeting of the Trousdale County Board of Education**

Thursday, July 21, 2022

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:54 PM.

Anthony Crook: Present

John Kerr: Present

Barbara Towns: Present

Regina Waller: Present

**1. AGENDA:**

**1.A. Call to Order** – John Kerr, Board Chairman

**1.B. Invocation** Board – John Kerr, Board Chairman

**1.C. Pledge of Allegiance** – Anthony Crook, Board Member

**1.D. Invitation to audience to address items on the Agenda**

**1.E. Approval of the Agenda for July 21, 2022**

Motion to Approve the Agenda for July 21, 2022, passed with a motion by Anthony Crook and a second by Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

John Kerr: Yea

Regina Waller: Absent

**2. CONSENT AGENDA:**

**2.A. Approval of Consent Agenda for July 21, 2022**

Motion to Approve the Consent Agenda for July 21, 2022, passed with a motion by Regina Waller and a second by Anthony Crook.

Anthony Crook: Yea

Barbara Towns: Yea

John Kerr: Yea

Regina Waller: Yea

**2.B. Approval of Minutes from June 16, 2022**

**2.C. Approve Jim Satterfield Middle School Fundraiser** – Attachment A

**2.D. Approve Middle School Football Fundraiser** – Attachment B

- 2.E. Approve Policy Revision 1.809 COVID-19 Safeguards – Attachment C**
- 2.F. Approve Policy Revision 6.310 Student Dress Code – Attachment D**
- 2.G. Approve TSBA Policy Revision 1.102 Board Members – Attachment E**
- 2.H. Approve TSBA Policy Revision 1.104 Memberships – Attachment F**
- 2.I. Approve TSBA Policy Revision 1.105 School Board Legislative Involvement – Attachment G**
- 2.J. Approve TSBA Policy Revision 1.204 Board Member Development Opportunities – Attachment H**
- 2.K. Approve TSBA Policy Revision 2.806 Bids and Quotations – Attachment I**
- 2.L. Approve TSBA Policy Revision 3.202 Emergency Preparedness Plan – Attachment J**
- 2.M. Approve TSBA Policy Revision 4.101 Instructional Standards – Attachment K**
- 2.N. Approve TSBA Policy Revision 4.210 Credit Recovery – Attachment L**
- 2.O. Approve New TSBA Policy Recommendation 4.212 Virtual Education Program – Attachment M**
- 2.P. Approve New TSBA Policy Recommendation 4.402 Reconsideration of Textbooks – Attachment B and Instructional Materials – Attachment N**
- 2.Q. Approve New TSBA Policy Recommendation 4.403 Library Materials – Attachment O**
- 2.R. Approve TSBA Policy Revision 4.406 Use of the Internet – Attachment P**
- 2.S. Approve TSBA Policy Revision 4.600 Grading System – Attachment Q**
- 2.T. Approve New TSBA Policy Recommendation 5.119 Employment of Retirees – Attachment R**
- 2.U. Approve Policy Revision 5.200 Separation Practices for Tenured Teachers – Attachment S**
- 2.V. Approve Policy Revision 5.201 Separation Practices for Non-Tenured Teachers – Attachment T**
- 2.W. Approve Policy Revision 5.701 Substitute Teachers – Attachment U**
- 2.X. Approve TSBA Policy Revision 6.200 Attendance – Attachment V**
- 2.Y. Approve TSBA Policy Revision 6.204 Attendance of Non-Resident Students – Attachment W**
- 2.Z. Approve TSBA Policy Revision 6.318 Admission of Suspended or Expelled – Attachment B Students – Attachment X**
- 2.AA. Approve TSBA Policy Revision 6.409 Reporting of Child Abuse – Attachment Y**

### **3. SCHOOL DISTRICT HIGHLIGHTS:**

#### **4. PRINCIPALS' REPORTS:**

**4.A. Trousdale County Elementary School** – Ms. Badru stated that she and her staff have been super busy in preparation for the upcoming school year. She stated that the custodians are presently finishing the waxing of floors. She stated that she too had completed the school security assessment with the school's SRO and Dr. Satterfield and that most of the needs identified from the assessment have already been addressed. Ms. Badru stated that the school has increased to (6) teachers in Kindergarten, First, and Second grades noting the challenge it presents in scheduling planning time with only (5) activity teachers. Ms. Badru explained to the Board how she had repurposed former computer labs into classrooms to accommodate (3) additional classrooms and teachers due to increased student enrollment. Ms. Badru reminded all parents to complete their return to school registration as soon as possible. She concluded by outlining her plans for the two-evening Open House to be held on August 26 and 27 for grades PreK through 5<sup>th</sup> grade from 5:30 – 7:00 P.M.

**4.B. Jim Satterfield Middle School** – Mr. McCall explained how the focus of July is centered around professional development since June is occupied by summer learning camp. He highlighted the effectiveness of the State Literacy trainings as well as other district trainings such as PowerSchool Power Teacher Pro, Google Classroom and content area specific pacing guide development. Mr. McCall praised the new upcoming Move-2-Stand bullying prevention program that will be implemented in grades 6-12 for the upcoming school year. He stated that the TEAM teacher recertification evaluation training led by Dr. Satterfield for administrators was most worthwhile. He outlined safety protocols and procedures that have been ongoing such as SWAT training, and school security assessments, noting that school safety is always our top priority. Mr. McCall informed the Board that presently 346 students are registered with a lot of new students coming for the Lebanon and Gallatin areas. He concluded by reminding the Board that our student expectations for the upcoming school year are simple by emphasizing that students need to be “present, punctual, and polite.”

**4.C. Trousdale County High School** – Dr. Kuhn thanked the Board for allowing him to be employed during the month of June to work alongside Ms. Dickerson (retiring principal) in preparation for the upcoming school year. He stated that all student schedules have been completed with a priority on senior schedules to ensure that they graduate on time. Dr. Kuhn explained how he and Dr. Satterfield asked TCAT to take more Computer Application students due to the last minute resignation of a business education teacher. He stated that by TCAT taking approximately (20) students and giving Ms. Sprinkles another class, the school would not have to replace the business education teacher for this school year. He stated that the additional teaching position has been filled by a dual endorsed social studies/physical education teacher which were the exact endorsement areas the school needed to complete student schedules. Dr. Kuhn briefed the Board about how the (5) new teachers at the high school are being trained and supported in preparation for the upcoming school year. He described the school's most recent security assessment that was conducted with Sergeant Calhoun, Dr. Satterfield, and himself. Dr. Kuhn discussed the new Move-2-Stand program and his experiences from the high school that he was previously employed. He informed the Board about the new online discipline referral system that he is implementing to track student

discipline incidences, identify hot spots, and identify patterns. Dr. Kuhn concluded by stating that the school presently has (25) new students which takes present enrollment to 425 students.

**4.D. Student School Board Representative – not in attendance during summer**

**5. DIRECTORS' REPORT:**

**5.A. Employment Notifications**

**Teachers**

East, Jason	SpEd Teacher, Middle School
Gregory, Amanda	Coordinator of Teacher Talent & Development
Payne, Josh	PE Teacher, Elementary School
Sanders, John	PE/History Teacher, High School
Holden, Cassie	Athletic Trainer, resignation
Turner, Dana	Business Education teacher, resignation
Hawkins, Macey	Social Worker, Middle School, resignation

**Classified Personnel**

Williams, Angie	Finance Supervisor
Cornwell, Anita	Finance Assistant
Carman, Amanda	Administrative Assistant
Atwood, Kathy	CSH/Nutrition Supervisor
Helson, Emily	CSH/Nutrition Assistant
Cothron, Elizabeth	Nurse
Kemp, Krysten	Nurse
Taylor, Katie	Nurse
Everett, Sheila	Nurse Assistant
Holden, Cassie	Athletic Trainer
Overman, Andy	Technology Assistant
Malone, Edgar	Technology Assistant
Brown, Michelle	Attendance Clerk
Chasse, Tina	Attendance Clerk
Oldham, Kathy	Attendance Clerk
Dies, Kathy	School Secretary
Ingham, Kirstin	Bookkeeper
Russell, Joyce	Bookkeeper
Seise, Ruth	Bookkeeper
Dixon, Chris	Custodian
Hendrix, Shawn	Custodian
McBroom, Jennifer	Custodian
Salyer, Marchelle	Custodian
Stafford, April	Custodian
Holder, Bryan	Maintenance
Thaxton, Vickie	Maintenance
Wilson, Tim	Maintenance
Smitley, Gilda	180-day Janitor
Aldana, June	Bus Driver
Bode, Joe	Bus Driver
Briscoe, Shanell	Bus Driver
Dill, Melvin	Bus Driver



Duncan, Virginia	Bus Driver
East, Jason	Bus Driver
Marshall, Linda	Bus Driver
McLaughlin, Michelle	Bus Driver
Robinson, Don	Bus Driver
Scruggs, Patty	Bus Driver
Stafford, Julie	Bus Driver
Story, Penny	Bus Driver
Wrinkle, Kim	Bus Driver
Wilson, Tim	Bus Driver
Scruggs, Ricky	Bus Mechanic
Atterholt, Martina	Educational Assistant Title I
Brewster, Stacy	Educational Assistant SpEd
Duncan, Virginia	Educational Assistant SpEd
East, Jason	Educational Assistant SpEd
Eden, Renee	Educational Assistant SpEd
Green, Rebecca	Educational Assistant SpEd
Hare, Stephanie	Educational Assistant SpEd
Holder, April	Guidance Clerk
Kelley, Cathy	Educational Assistant SpEd
Kennedy, Julie	Educational Assistant Title I
McEvoy, Amy	Educational Assistant PreK
McKee, Beth	Educational Assistant Title I
McLaughlin, Michelle	Educational Assistant Title I
Reese, Dale	Alternative School Ed Asst
Scruggs, Patty	Educational Assistant Title I
Slagle, Kim	Educational Assistant Title I
Vaughn, Amy	Educational Assistant SpEd
Alegre, Leticia	Cook
Alegre, Maria	Cook
Brown, Carolyn	Cook
Cunningham, Roxy	Cook
Durham, Jennifer	Café Manager
Ford, Dorothy	Cook
Girodano, Belinda	Cook
Hampton, Ashley	Cook
Harper, Mildred	Cook
Holt, Cynthia	Cook
Satterfield, Donna	Café Manager
Smith, Crystal	Cook
Tensley, Jessica	Cook
Warner, Terry	Café Manager
Wilkerson, Towana	Cook
Wright, Carolyn	Cook

**5.B. Academic and Goal Updates** – Dr. Satterfield briefly updated the Board on recently released but embargoed 2021-22 student achievement data. He stated that the district “exceeded” the State in “all” reporting categories noting that the district met 6 of 8 ELA achievement goals and 5 of 9 math goals. 2021-22 goals were set at the State established

absolute performance of 45% proficiency. Dr. Satterfield stated that Trousdale County led surrounding school districts in 4<sup>th</sup> grade math, 7<sup>th</sup> grade reading, 7<sup>th</sup> grade math, English 1, Biology, and US History. He informed the Board of key professional developments that have been emphasized for the upcoming school year that include Google Classroom, early literacy, teacher evaluation, PE and wellness, and curriculum, pacing, and lesson planning. He emphasized new school security priorities for the upcoming school year that include prohibiting the propping open of doors, ensuring that all exterior doors remain locked at all times of the day, and limiting visitors to school when students are present. He noted that the Sheriff has informed him that each school will have an SRO beginning the first day of school. Dr. Satterfield stated that the district will be resetting how it addresses student misbehavior going forward. He stated that this year's goal is for all student to be "Present, Punctual, and Polite." Citing a recent student survey, Dr. Satterfield stated that our students identified that over 60% of bullying and harassment takes place in hallways and restrooms to which teachers will be assigned to monitor this year. He stated that the district will also be addressing student attendance by implement an exemption policy of  $\leq 17$  absences for the school year and (4) unexcused absences per quarter to be eligible of athletic participation.

**5.C. Project Updates** – Dr. Satterfield stated that the drainage project at the middle school courtyard had been completed. He also informed the board that the high school parking lot resurfacing project was behind to what he had envisioned, but they have just found a contractor that will take on the job. He stated that the timing is not optimal, but it the best that can be done considering the present-day state of finding workers, etc.

**6. NEW BUSINESS:**

**7. ACCOUNT ANALYSIS:**

**8. VENDOR CHECKS:**

**9. EXPENDITURES & ENCUMBRANCES:**

**10. ADJOURN:**

Motion to Adjourn, passed with a motion by Barbara Towns and a second by Regina Waller.

Anthony Crook: Yea

Barbara Towns: Yea

John Kerr: Yea

Regina Waller: Yea



Chairperson



Director of Schools



# Trousedale County Schools

## Request for Fundraising Activity

Attachment A

School: ☐ TCES ☒ JSMS ☐ TCHS

Student Group/Activity: JSMS

Net Amount Expected/Goal: 3,000

### 1. Specific Purpose of the Fundraiser:

This is our yearly school-wide fundraiser to replenish the general fund which is used throughout the year for various activities such as; concessions, teacher/school/student supplies, classroom items purchased by school, printer charges, and pay monthly bills. I would also like to purchase some landscaping to improve the look of the front and side of the school where parents and visitors access school property.

### 2. Specific Use of the Funds Acquired:

Concessions, Teacher/student supplies, classroom items (not funded by Central Office), some monthly bills, Landscaping

### 3. Specify the structure of the fundraiser; the activity, items to be sold, beginning and ending dates, etc.

Students will sell various in school wide fundraiser. Kick off Date September 16th. Vendor: Troy Roberts- School Services Inc

### 4. Describe how students will be involved in the fundraising activity:

\_\_J.Brim McCall\_\_

Sponsor's Signature

\_\_7-12-22\_\_

Date

\_\_J.Brim McCall\_\_

Principal's Signature

\_\_7-12-22\_\_

Date

Director's Signature

Date

Board Approved: 7/21/22



Trousedale County Schools  
Request for Fundraising Activity

Attachment B

School: ☐ TCES

☒ JSMS

☐ TCHS

Student Group/Activity:

JSMS Football

Net Amount Expected/Goal:

\$2,500.00

Specific Purpose of the Fundraiser:

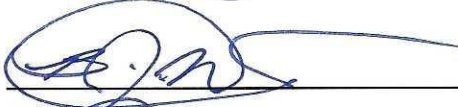
Selling Krispy Kreme Donuts - Summer  
Raise money for JSMS football

Specific Use of the Funds Acquired:

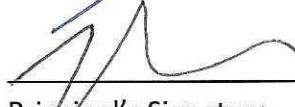
Pay for replacement Helmets

Describe how students will be involved in the fundraising activity:

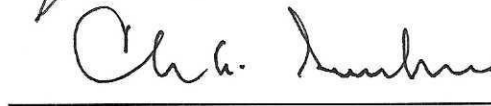
Selling Boxes of Donuts

  
Sponsor's Signature

7/08/2022  
Date

  
Principal's Signature

7/15/2022  
Date

  
Director's Signature

7/22/22  
Date

Board Approved:

7/21/22

# Trousdale County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <b>COVID-19 Safeguards for Staff and          Students</b>	Descriptor Code: <b>1.809</b> Rescinds: <b>1.809</b>	Issued Date: <b>07/21/22</b> Issued: <b>10/07/21</b>
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## 1 PROTECTIVE FACE COVERINGS

2 Cloth or disposable protective face coverings are optional for staff and students at school, during  
 3 school sponsored events, or when on school grounds.

## 4 STAFF REPORTING

5 All employees shall immediately notify the employee's assigned nurse when:  
 6

- 7 1. The employee becomes exposed to someone whom they suspect to have COVID-19; or
- 8 2. The employee comes in contact with someone who has tested positive for COVID-19; or
- 9 3. There is a confirmed active COVID-19 case in the employee's household; or
- 10 4. The employee exhibits symptoms of COVID-19.

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>6.310</b>	Issued: <b>08/19/21</b>

- 1 The dress and grooming of students shall be neat and clean as to, promote a positive educational learning  
2 environment.
- 3 The principal shall take appropriate action when a student's apparel disrupts educational activities and  
4 processes of the school, which may include suspension.
- 5 Principals, faculty and staff members will enforce the student dress code. The principal will be the final  
6 judge about whether a student's clothing is appropriate for school or is a distraction to the learning  
7 environment.
- 8 Requirements for student dress in all schools:
  - 9 1. Students may wear cloth or disposable protective face covering indoors and on school buses.
  - 10
  - 11 2. All shirts and blouses must cover midriff, back, sides and all undergarments including bra  
12 straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
  - 13
  - 14 3. Shorts, shirts, divided skirts, dresses and culottes are allowed. Each must be hemmed and be at  
15 the top of the knee or longer.
  - 16
  - 17 4. All trousers, pants or shorts must be worn at the waist totally covering undergarments at all  
18 times, including boxer shorts. Pants and trousers must be worn with both legs down (not one leg  
19 rolled up), and may not extend past the sole of the shoe. No holes, rips or tears shall exist on  
20 any garment.
  - 21
  - 22 5. All coats (outerwear) shall not be worn inside the building during the school day.
  - 23
  - 24 6. All clothing and accessories shall be free of the following: profanity; weapons; sexually  
25 suggestive phrases or images; racial or ethnical slurs / slogans; gang symbols or disruptive  
26 groups; alcohol, tobacco, drugs or advertisements for such products.
  - 27
  - 28 7. Safe and appropriate footwear must be worn at all times, shoe laces must be tied or tucked in  
29 shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, cleated  
30 shoes and bedroom slippers.
  - 31
  - 32 8. No head coverings exceeding 2 ½ inches in width shall be worn inside the building (except for  
33 religious or medical reason). Bandanas may not be worn anywhere on one's person.
  - 34
  - 35 9. No curlers, picks, combs, or hair rakes in the hair.



10. No sunglasses or permanently tinted glasses (without prescription).

11. No dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.

12. No gloves in the building.

13. No pajamas, loungewear, dorm pants.

14. No fringed garments worn in shop areas which contain machinery.

15. No clothing that would impair the health and safety of the student during the normal school day.

16. Athletes, band members, cheerleaders may wear team issued apparel on game days.

17. Principals may alter the dress code not to exceed eight (8) days during a school year.

Further clarification / other requirements:

a. Form fitting leotard/spandex type clothing (including sports bras, camisoles, tank tops) is not allowed unless proper outer garments cover it. (Leggings, tights, skinny jeans, and jeggings) are not allowed unless the hips are covered by proper garments.

b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

c. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.

d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

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#### Cross References

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Members</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>1.102</b>	Issued: <b>07/21/05</b>

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

2 **NUMBER OF MEMBERS<sup>1</sup>**

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

4 **QUALIFICATIONS**

5 Members of the Board shall be residents elected from districts of substantially equal population and  
6 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the  
7 office.<sup>1,2</sup> To qualify as a candidate, an individual must show proof of:

8 1. Graduation from high school or receipt of a GED or HiSET;<sup>3</sup> and

9  
10 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
11 deadline for running as a candidate.<sup>4</sup>

12 Members of the county legislative body and other county governmental officials shall not be eligible  
13 for election as members of the county Board of Education.<sup>5</sup>

14 **TERMS OF OFFICE**

15 Members of the Board shall serve four (4) year terms.<sup>1</sup>

16 **VACANCIES**

17 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process  
18 proceedings.<sup>6</sup>

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
20 local legislative body.<sup>7</sup> Such appointment shall continue until the next regular election.

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Memberships</b>	Descriptor Code: <b>1.104</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>1.014</b>	Issued: <b>09/12/96</b>

- 1 The Board shall maintain membership in the Tennessee School Boards Association (TSBA).<sup>1</sup>
- 2 Dues for membership in TSBA shall be included in each annual budget in accordance with state
- 3 statute.
- 4 The Board may also maintain institutional membership in other educational organizations which the
- 5 Board finds to be of benefit to members and school system personnel.

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Legal References

1. TCA 49-2-2001

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Cross References

Board Member Development Opportunities  
1.204

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>1.105</b>	Issued: <b>09/12/96</b>

1 The Board shall work for the passage of new laws designed to advance the cause of improving public  
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws  
3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and  
8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative representative;
- 10 4. The Board shall work with its legislative representative, TSBA, and other concerned groups in  
11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
13 expenses, necessary to ensure active participation in the legislative process.

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#### Cross References

Board Member Development Opportunities  
1.204

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>1.204</b>	Issued: <b>09/12/96</b>

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

1. An annual calendar of school board conferences, conventions, and workshops shall be maintained by the board secretary and provided to each board member in order to ensure compliance with the requirements for professional development.<sup>1</sup> The Board shall identify which meetings should be attended and the benefits thereof;
2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;
3. Reimbursement to board members for their travel expenses shall only be made for pre-approved travel;
4. When a conference, convention, or workshop is not attended by the full Board, those participating will be requested to share information, recommendations, and materials acquired at the meeting; and
5. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to the schools.

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

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

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>2.806</b>	Issued: <b>12/20/18</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand  
2 dollars (\$10,000), including those of individual schools, shall be based on competitive bids.<sup>1</sup> These bids  
3 shall be solicited by advertisement in a newspaper of general circulation within the school district. The  
4 purchasing agent shall advertise for bids and receive quotations. The advertisement may be waived by  
5 the purchasing agent in an emergency.<sup>2</sup>

6 All purchases of ten thousand dollars (\$10,000) or less, including those of individual schools, may be  
7 made in the open market without newspaper notice but shall, whenever possible, be based on at least  
8 three (3) competitive bids.<sup>2</sup>

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
10 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons  
11 relative to the purpose of the purchase.<sup>3</sup> Any bid may be withdrawn prior to the scheduled time for the  
12 opening of bids. Any bid received after the time and date specified shall not be considered.

13 The bidder to whom the award is made may be required to enter into a written contract.

14 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
15 or other purchasing procedures is strictly prohibited.

## 16 **EXEMPTIONS FROM COMPETITIVE BIDDING**

17 Contracts for legal services, educational consultants, services from an insurance provider, and similar  
18 services by professional persons or groups of high ethical standards shall not be based upon  
19 competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>4</sup>

### Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2022, Chapter No. 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 1016
3. TCA 49-2-203(a)((D)(c)
4. TCA 12-3-1209; TCA 12-4-107; Public Acts of 2022, Chapter No. 719; TCA 29-20-407

### Cross References

- Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/18/19</b>

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

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

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

20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill  
22 annually in coordination with local law enforcement.<sup>4</sup>

23 **AED DRILLS<sup>5</sup>**

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

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
27 training, planning, notification, and maintenance to comply with state law.

**1 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

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

**6 REMOTE LEARNING DRILLS<sup>7</sup>**

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

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**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
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Instructional Standards</b>	Descriptor Code: <b>4.101</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>4.101</b>	Issued: <b>06/17/21</b>

## 1    *General*

2    The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or  
3    federal law shall be taught.<sup>1</sup> The Director of Schools shall develop administrative procedures to  
4    implement this policy.

## 5    **STATE STANDARDS<sup>2</sup>**

6    Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7        1. Instructional materials, textbooks, or supplemental materials created to align exclusively with  
8        Common Core; or
- 9        2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise  
10       identified as Common Core textbooks or instructional materials.

12   Any complaints regarding the above shall be submitted per board policy 4.402.

## 13   **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

14   All curriculum and instructional programming implemented in the school district shall adhere to state  
15   and federal laws. District employees shall not include or promote any concepts that would violate state  
16   law when providing instruction, using instructional or supplemental materials, or when implementing  
17   the instructional program and curriculum.<sup>1</sup>

18   The Director shall develop procedures to ensure that the district's instructional program complies with  
19   state law.

20   Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the  
21   regulation developed by the Tennessee Department of Education.<sup>3</sup>

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Credit Recovery</h2>	Descriptor Code: <b>4.210</b> Rescinds: <b>4.210</b>	Issued Date: <b>07/21/22</b> Issued: <b>07/20/17</b>
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## 1 *General*<sup>1</sup>

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course  
 3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.<sup>1</sup>

## 5 **ADMISSION AND REMOVAL**<sup>2</sup>

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed  
 8 credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary  
 9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will  
 10 not accept credit recovery courses for credit; and
- 11 2. The student has previously taken an initial, non-credit recovery section of the proposed course  
 12 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty  
 13 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may  
 16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of  
 17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee  
 19 Department of Education.

## 20 **INSTRUCTION AND CONTENT**<sup>2</sup>

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content  
 22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as  
 25 approved by the State Board of Education; and
- 26 2. Differentiate instruction to address individual student growth needs based on diagnostic  
 27 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

## 9 **GRADES<sup>2</sup>**

10 Students passing credit recovery shall receive a grade of seventy percent (70%) under the state uniform  
11 grading system.<sup>3</sup>

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### Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

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### Cross References

Virtual Education Program 4.212  
Grading System 4.600  
Promotion and Retention 4.603

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date: <b>07/21/22</b>
		Rescinds:	Issued:

## 1 *General*

2 The Trousdale County virtual education program is a course or series of courses offered by a school  
3 district to provide students a broader range of educational opportunities through the use of technology.  
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.<sup>1</sup>

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
6 state law.<sup>2</sup>

7 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 8 1. Academic remediation and/or enrichment;
- 9
- 10 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 11
- 12 3. Continuity of educational service for students who are quarantining;<sup>5</sup>
- 13
- 14 4. Continuity of educational service for students enrolled in an alternative school;<sup>6</sup> or
- 15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous  
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students  
18 or staff, or during the administration of end of course examinations or other examinations as  
19 allowed per state law.<sup>7</sup>

## 20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above  
22 educational opportunities. The following factors shall also be taken into consideration when  
23 determining eligibility:

- 24 1. Attendance;
- 25
- 26 2. Grades;
- 27
- 28 3. WiFi capacity; and
- 29
- 30 4. Previous student virtual learning experiences.

## 31 **ATTENDANCE**



Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include the following:

1. Students participating in synchronous virtual instruction; or
2. Students submitting work via the district's learning management system.

## **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian;
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance; and
3. The student's WiFi capacity.

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### Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

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### Cross References

Emergency Closings 1.8011  
Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reconsideration of Textbooks and Instructional Materials</b>	Descriptor Code: <b>4.402</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>4.402</b>	Issued: <b>09/12/96</b>

If a complaint is filed by a parent/guardian, employee, or student regrading textbooks or instructional materials, this process is to be followed:<sup>1</sup>

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Textbooks and Instructional Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process. The materials shall be removed immediately if they:<sup>2</sup>
  - a. Were created to align exclusively with Common Core; or
  - b. Are marketed or otherwise identified as Common Core textbooks or instructional materials.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within twenty (20) working days. The review committee is appointed by the principal and includes 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.
7. The review committee shall take the following steps after receiving the challenged materials:
  - a. Read, view, or listen to the contested material in its entirety;
  - b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - c. Determine the extent to which the material supports the curriculum;
  - d. Complete the appropriate Checklist for Reconsideration of Textbooks and Instructional Materials, judging the material for its strength and value; and
  - e. Present recommendation to principal for further action and to the Director of Schools for purposes of information.
8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>4.403</b>	Issued: <b>09/12/96</b>

## *General*

The Principal/designee shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.<sup>1</sup> 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.

Principal/designee shall be responsible for periodically reviewing the district's library collection in line with these established standards.

## **COMPLAINTS**

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.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within twenty (20) working days. The review committee is appointed by the principal and includes 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.

7. The review committee shall take the following steps after receiving the challenged materials:
  - a. Read, view, or listen to the contested material in its entirety;
  - b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - c. 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;
  - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
  - e. Present a recommendation to the Director of Schools and the Board.
8. The Board shall review the recommendation presented by the review committee 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.
9. If 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 Board shall require the school to remove the material from the library collection.

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#### 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); Public Acts of 2022, Chapter No. 744

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#### Cross References

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

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>4.406</b>	Issued: <b>10/17/12</b>

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

## **EMPLOYEES**

Before any employee is allowed use of the district's internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;
2. General rules and ethics of internet access;
3. Guidelines regarding appropriate instruction and oversight of student internet use;
4. A uniform signature block for use by all district employees; and
5. Prohibited and illegal activities including, but not limited to, the following:<sup>1</sup>
  - Sending or displaying offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, defaming, or attacking others;
  - Damaging computers, computer systems, or computer networks;
  - Hacking or attempting unauthorized access to any computer;
  - Violation of copyright laws;
  - Trespassing in another's folders, work, or files;
  - Intentional misuse of resources;
  - Using another's password or other identifier (impersonation);
  - Using the network for commercial purposes; and
  - Buying or selling on the internet.

## **STUDENTS**

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities including, but not limited to:<sup>1</sup>
  - Sending or displaying offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, defaming, or attacking others;
  - Damaging computers, computer systems, or computer networks;
  - Hacking or attempting unauthorized access;
  - Violation of copyright laws;
  - Trespassing in another's folders, work, or files;
  - Intentional misuse of resources;
  - Using another's password or other identifier (impersonation);
  - Using the network for commercial purposes; and
  - Buying or selling on the internet.

## INTERNET SAFETY MEASURES<sup>2</sup>

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the internet and world wide web;
2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and
5. Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;<sup>3</sup>
2. Prohibiting and preventing a use from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;<sup>4</sup>
3. Maintaining and securing a usage log; and
4. Monitoring online activities of students.<sup>2</sup>



The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.<sup>2</sup>

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to Principal. All complaints shall be reviewed to determine how to appropriately respond.

### **EMAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including email communications stored or transmitted on school district computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.<sup>5</sup>

### **INTERNET SAFETY INSTRUCTION<sup>6</sup>**

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

### **SOCIAL NETWORKING**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

### **VIOLATIONS**

Violations of this policy or a corresponding administrative procedure shall be handled in accordance with the existing disciplinary procedures of the district.

## 1 **VENDOR CONTRACTS<sup>3</sup>**

2 Prior to entering into any contract for the provision of digital or online materials created or marketed  
3 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor  
4 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or  
5 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a  
6 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

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### Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(I); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

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### Cross References

Use of Email 1.805  
School and System Websites 4.407  
Controversial Materials 4.801  
Student Publications 6.704

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>4.600</b>	Issued: <b>07/20/17</b>

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.<sup>1</sup>

The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students and parent(s)/guardian(s).<sup>1</sup>

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

#### **GRADING SYSTEM: GRADES THREE - TWELVE (3-12)<sup>1</sup>**

Schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding numerical values:

- A..... 90-100
- B..... 80-89
- C..... 70-79
- D..... 60-69
- F..... 59-0

This grading system shall be uniform throughout the school district for grades 3-12. Academic progress for grades K-2 in Reading and Mathematics shall be Standards Based and expressed by the following descriptors:

Exceed.....Student demonstrates an in-depth understanding of the grade-level concepts, skills, and processes.

Met.....Student consistently demonstrates and understanding of grade-level concepts, skills, and processes.

1 Approaching....Student does not consistently demonstrate and understanding of grade level concepts,  
2 skills, and processes.

3 Below.....Student does not yet demonstrate an understanding of grade level concepts, skills, and  
4 processes.

5 Advanced coursework grades shall be weighted with additional percentage points to calculate the  
6 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 7 • Local and Statewide Dual Credit – four (4) percentage points;
- 8 • Aligned Capstone Industry Certification – four (4) percentage points;
- 9 • Dual Enrollment Courses – four (4) percentage points; and
- 10 • Advance Placement – five (5) percentage points.

11 Grades given at the end of each nine (9) weeks period will be determined from daily work, homework,  
12 written assignments, and assessments. Each teacher will weigh the value of grades given for various  
13 assignments and assessments within the applicable period in computing a student's grade. Any  
14 assignments and assessments required of a student must be considered in the computation of a student's  
15 grade.

16 Semester grades will be determined by an average of grades of each of the two (2) nine (9) week periods,  
17 including benchmark assessments. The final grade of the year will be determined by averaging the two  
18 (2) semester grades.

19 Any teacher with a class failure rate of 7.5% or more will be required to provide the Board with a written  
20 rationale as to the cause of each failure. Such rationale shall be accompanied by the teacher's proposal  
21 for correction of each failure. The teacher may be required to come before the Board for questions about  
22 each, or all failures at the end of each nine (9) weeks grading period.

### 23 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

24 Each school counselor shall provide incoming freshman with information on college core courses  
25 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,  
26 etc.) that must be met in order to receive a scholarship.

27 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
28 Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made  
29 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

30 Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students  
31 and impress upon them the benefits of making good grades.

### 32 **LOTTERY SCHOLARSHIP DAY**

33 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
34 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: <b>07/21/22</b>
		Rescinds:	Issued:

## 1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
 3 state law.

## 4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

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

## 9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
 14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area  
 16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
 19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
 21 Board for teachers with no experience filling similar positions or more than eighty-five percent  
 22 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
 23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

**1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

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

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
- 6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;
- 9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the  
11 retired member can be reemployed for additional one (1) year periods;
- 12
- 13 4. The retired member is not drawing disability retirement benefits; and
- 14
- 15 5. The retired member can't accrue additional retirement benefits.

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

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
22 percent (5%) of the retired member's pay rate.  
23

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**Legal References**

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

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**Cross References**

Application and Employment 5.106  
Substitute Teachers 5.701



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>5.200</b>	Issued: <b>06/17/21</b>

# **1 SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

# **9 SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

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

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

# **19 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>4</sup>**

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

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

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

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



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

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

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

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

## 24 RESIGNATION

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

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

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

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

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
38 the State Board of Education and request the suspension of a teacher's license. After the State Board of

1 Education has provided the teacher an opportunity for defense during a hearing, the State Board of  
2 Education may suspend the license for no less than thirty (30) days and no more than three hundred  
3 sixty-five (365) days.<sup>8</sup>

#### 4 **RETIREMENT**

5 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from  
6 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to  
7 retire at any age according to the provisions of the retirement system.

8 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the  
9 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee  
10 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
11 teacher to file for benefits.

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)

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#### Cross References

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non- Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>5.201</b>	Issued: <b>06/17/21</b>

1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

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

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

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher  
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect  
22 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

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

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

- 27 1. Be represented by counsel;
- 28
- 29 2. Call and subpoena witnesses;
- 30
- 31 3. Examine all witnesses; and
- 32

4. Require that all testimony be given under oath.

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

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

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

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

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

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

## **NONRENEWAL**

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

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

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.<sup>3</sup> If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.<sup>4</sup>

## 1 RESIGNATION

2 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
3 effective date of the resignation.<sup>5</sup> The Board may waive the thirty (30) days notice requirement and  
4 permit a teacher to resign in good standing.

5 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 6 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
7 statement of a physician approved by the Board; or
- 8 2. The release by the Board of the teacher from the contract which the teacher has entered into with  
9 the Board.  
10

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

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

## 19 RETIREMENT

20 Retirement is a termination of services under conditions which will allow the teacher to draw benefits  
21 from retirement plans and/or Social Security benefits.

22 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the  
23 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,  
24 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from  
25 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility  
26 of the retiring teacher to file for benefits.

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



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>12/16/21</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies  
2 until a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the  
3 Board or by a third-party employer through an agreement between such third-party employer and the  
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
6 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Director of Schools who will maintain file(s) which  
14 may include transcripts, credentials, recommendations, and other pertinent information.

## 15 **COMPENSATION**

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually  
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
20 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught  
24 or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup>

25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to  
26 the state salary schedule.<sup>1</sup>

## 1 **EMERGENCY NEEDS**

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 **TRAINING AND ORIENTATION**

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers.

## 11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
13 to, bus duty and playground supervision.

## 14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)

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### Cross References

Background Investigations 5.118  
Employment of Retirees 5.119



# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>6.200</b>	Issued: <b>06/17/21</b>

## 1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each  
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and  
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 7 1. All accounting and reporting procedures and their dissemination;
- 8
- 9 2. Alternative program options for students who severely fail to meet minimum attendance
- 10 requirements;
- 11
- 12 3. Ensuring that all school age children attend school;
- 13
- 14 4. Providing documentation of enrollment status upon request for students applying for new or
- 15 reinstatement of driver's permit or license; and
- 16
- 17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
- 18 withdraws from school.<sup>2</sup>

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

22 Absences shall be classified as either excused or unexcused as determined by the Principal. Students are  
23 allowed five (5) parental verifications per school year that may serve as excused absences. Excused  
24 absences shall include:<sup>4</sup>

- 25 1. Personal illness/injury;
- 26
- 27 2. Illness of immediate family member;
- 28
- 29 3. Death in the family;
- 30
- 31 4. Extreme weather conditions;
- 32

5. Religious observances;<sup>5</sup>
6. Pregnancy;
7. Summons, subpoena, or court order; or
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>6</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## TRUANCY

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

Three (3) unexcused tardies and/or early dismissals shall equal one (1) day unexcused absence for student exemptions and extracurricular participation.

A student who is absent three (3) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

### *Progressive Truancy Plan*<sup>8</sup>

Prior to referral to juvenile court, the following progressive truancy plan will be implemented. The Director of Schools/designee shall report student's absences to the appropriate judge when the parent/guardian is unwilling to cooperate in the progressive truancy plan.

#### **Tier I**

Tier I of the progressive truancy plan shall apply to all students within the district that have accumulated three (3) days absence without adequate excuse and shall include school wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to;

1. School attendance clerk notifies parent/guardian of absences and inquires of student's absences.
2. An individual assessment by the school guidance counselor, school nurse, or principal of the school into the reasons the student continues to be absent from school.
3. The student maybe referred to counseling, school-based services, or other in-school or out of school services aimed at addressing the student's attendance problems.

#### **Tier II**

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) days absence without adequate excuse, but before referral to juvenile court, and includes the following:

1. An attendance conference shall be held with the student and the student's parent/guardian.
2. An attendance contract shall be developed and signed by the student, the student's parent/guardian, school principal, and the attendance supervisor. The contract shall include all of the following:
  - a. Specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective.
  - c. Penalties for additional absences and alleged school offences, including additional disciplinary action and potential referral to juvenile court, and
  - d. Regularly scheduled follow-up meetings to discuss the student's progress.
3. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

#### **Tier III**

Tier III interventions shall be implemented when Tier II truancy interventions are unsuccessful and before referral to juvenile court, and includes the following:

1. The intervention shall include a reconvening of the student's attendance hearing.
2. Tier III interventions shall consist of one (1) or more of the following to improve attendance and behavior:
  - a. School-based community service;
  - b. After school course work including Saturday School to make-up assignments in order to improve grades;
  - c. After school work on Power Fridays to make-up assignments in order to improve grades;

- d. Course work on designated professional development days to make-up assignments in order to improve grades.
- e. Suspension from extracurricular activities until the principal determines that attendance becomes satisfactory.

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **MAKE-UP WORK**

Students shall be allowed to make-up all tests, coursework and assignments for days which students submit an excused absence to the teacher. The make-up work must be completed within a reasonable time period as determined by the principal.

### **STATE-MANDATED ASSESSMENT**

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

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

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>11</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and
2. Procedures in due process are available to the student when credit or promotion is denied.

### **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

### **ATTENDANCE HEARING<sup>12</sup>**

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

- 1 of any action taken regarding the excessive unexcused absences. The notification shall advise
- 2 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
- 3 Schools/designee.
- 4 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 5 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
- 6 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 7 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
- 8 The action of the Board shall be final.

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#### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(7)

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#### Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>6.204</b>	Issued: <b>07/18/19</b>

The Director of School and the Trousdale County Board of Education will not accept any out of county students in Pre-Kindergarten through eighth grade. However, students residing outside the boundaries of the school district may attend Trousdale County High School under the following conditions:

1. Students desiring to attend Trousdale County High School shall be approved by the Director of Schools.<sup>1</sup>
2. Such students shall pay a tuition fee established annually by the Board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of local funds actually used for school purposes by the school district per student during the preceding school year minus any funds received from the student's resident district.
3. Such students shall make application at least two (2) weeks prior to the first day of school.<sup>2</sup> The Director of Schools shall provide non-resident students notice of eligibility for re-enrollment by the end of the school year.
4. Such students who become residents of the school district shall be refunded any unused portion of the tuition on a pro-rata basis.
5. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.

If an employee of the school district has a residence outside the school district, his/her children will be allowed to attend grades PreK-12 without tuition.

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#### Legal References

1. TCA 49-6-3104
2. TCA 49-6-3105

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#### Cross References

Revenues 2.400  
Students from Military Families 6.506

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>6.318</b>	Issued: <b>08/14/00</b>

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district and make a recommendation to the Board to
- 6 approve or deny the request.
- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.
- 8 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 9 suspended or expelled from the former school district.<sup>1</sup>

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#### Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter  
No. 868; 20 USCA § 1232g(b)(4), (h)

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#### Cross References

School Admissions 6.203  
Student Records 6.600



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>07/16/20</b>

## General

The Director of Schools shall:<sup>1</sup>

1. The Principal of the school shall serve as the Child Abuse Coordinator of each respective school and the Assistant Principal shall serve as the Alternate Child Abuse Coordinator for each respective school;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinators with all necessary resources;
4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.<sup>2</sup>

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

## REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.<sup>5</sup>

The report shall include, to the extent known by the reporter:<sup>6</sup>

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

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

## 1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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### Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400