

Regular Meeting of the Trousdale County Board of Education

Thursday, July 16, 2020

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:05 PM.

Anthony Crook: Present

Denice Jackson: Present

John Kerr: Present

Mary Helen McGowan: Present

Regina Waller: Present

1. AGENDA:

1.A. Call to Order – Ms. Regina Waller, Board Chairperson

1.B. Invocation – Mr. John Kerr, Board Member

1.C. Pledge of Allegiance - Mr. Anthony Crook, Board Member

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

Maranda Wall, Chris Sexton, Demby Morgan, Jeann Johnson, Scott Olds, Janet Boles

1.E. Approval of the Agenda for July 16, 2020

Approval of the Agenda for July 16, 2020, passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for July 16, 2020

Approval of the Consent Agenda for July 16, 2020, passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

2.B. Approval of Minutes from June 18, 2020

2.C. Approve TSBA New Policy Recommendation 4.205 Enrollment in College Level Courses - Attachment A

2.D. Approve TSBA Policy Revision 6.3041 Title IX & Sexual Harassment - Attachment B

2.E. Approve TSBA Policy Revision 6.309 Zero Tolerance Offenses – Attachment C

2.F. Approve Policy Revision 6.310 Student Dress Code – Attachment D

2.G. Approve Policy Revision 6.313 Student Discipline Procedures – Attachment E

2.H. Approve TSBA Policy Revision 6.316 Suspension – Attachment F

2.I. Approve TSBA Policy Revision 6.317 Student Disciplinary Hearing Authority – Attachment G

2.J. Approve TSBA Policy Revision 6.319 Alternative Education – Attachment H

2.K. Approve TSBA Policy Revision 6.409 Reporting of Child Abuse – Attachment I

2.L. Approve High School Football Fundraiser Request - Attachment J

2.M. Approve New Policy Recommendation 1.809 COVID-19 Safeguards for Staff and Students – Attachment K

3. SCHOOL DISTRICT HIGHLIGHTS:

4. PRINCIPALS' REPORT:

4.A. Trousedale County Elementary School – Ms. Badru stated that she had spent most of the summer reimagining education in a COVID world. She stated that she has put endless hours prioritizing instruction, scheduling, addressing learning loss, and redesigning classrooms to reduce the spread of COVID particularly by social distancing. She said that the school would provide two foundational skills lessons for each day a student is in-person which eliminates concerns about loss of reading time for students in grades K-2. She noted that learn from home days would focus on practice skills that parents can easily do with their children. Ms. Badru explained Kindergarten orientation and when parents would learn of their child's teacher. Ms. Badru then took questions and concerns from parents in the audience.

4.B. Jim Satterfield Middle School - Mr. McCall outlined the school's modified schedule to prioritize instruction due to the new hybrid schedule. He stated that the new hybrid schedule focuses on health and safety first and requires minimum mask wearing because students are distanced six feet apart in all classrooms. He noted that students will need backpacks this year as he had eliminated the use of lockers to reduce congestion in the hallways. He described the new water filling stations that had been installed to replace traditional water fountains and how the filling stations will aid in reducing the spread of COVID. He explained how the district is providing equity for all students as the district provided student Chromebooks have the ability to work offline for students that do not have Internet service at home. Mr. McCall noted that physical education will be provided for every student every day that they are in school. He stated that the key to understanding for both students and parents is that student learning takes place five days a week. Mr. McCall concluded by answering questions from the audience about instructional and procedural concerns due to COVID-19.

4.C. Trousdale County High School – Ms. Dickerson reported that the high school schedules were completed and that she was ready to receive students on July 30. She described the safety measures and protocols that would be used at the high school. Some included elimination of lockers, directional arrows for traffic patterns, scheduling restroom breaks during class time, serving of breakfast and lunch in classrooms instead of the cafeteria, and implementation of health screening procedures. She stated that the school would continue to provide high-quality instruction through the use of the district’s adopted curriculum that will be provided digitally through Google Classroom. She stated that the school would provide ACT preparation for seniors who missed their opportunity to take the ACT in the spring due to the COVID closure. Ms. Dickerson concluded by answering questions from the audience about instructional and procedural concerns due to COVID-19.

4.D. Student School Board Representative - none

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Certified

Howard, Brian	SpEd Education Director/Psychologist
White, Ronna	Elementary Full-time Substitute Teacher

Non-Certified Employees

Carman, Amanda	Administrative Assistant
	Afterschool/Saturday School Detention Educational
Sloan, Steve	Assistant
Reese, Dale	Alternative School Educational Assistant
Kennedy, Cassie	Athletic Trainer
Brown, Michelle	Attendance Clerk
Chasse, Tina	Attendance Clerk
Oldham, Kathy	Attendance Clerk
Ingham, Kirstin	Bookkeeper
Russell, Joyce	Bookkeeper
Aldana, June	Bus Driver
Bode, Joe	Bus Driver
Briscoe, Shanell	Bus Driver
Dill, Melvin	Bus Driver
Duncan, Virginia	Bus Driver
Marshall, Linda	Bus Driver
McLaughlin, Michelle	Bus Driver
O'Saile, Shannon	Bus Driver
Robinson, Don	Bus Driver
Scruggs, Patty	Bus Driver
Story, Penny	Bus Driver
Wilson, Tim	Bus Driver
Winter, Deanna	Bus Driver
Wrinkle, Kim	Bus Driver
Scruggs, Ricky	Bus Mechanic
Durham, Jennifer	Café Manager
Satterfield, Donna	Café Manager
Warner, Terry	Café Manager

Alegre, Leticia	Cook
Bennett, Tonia	Cook
Burton, Patsy	Cook
Burton, Sarah	Cook
Cox, Linda	Cook
Ford, Dorothy	Cook
Johnson, Angel	Cook
Mandrell, Regina	Cook
Seise, Ruth	Cook
Wilkerson, Towana	Cook
Wright, Carolyn	Cook
Yates, Juliet	Cook
Helson, Emily	CSH Assistant
Atwood, Kathy	CSH Supervisor
Dixon, Chris	Custodian
Hendrix, Shawn	Custodian
McBroom, Jennifer	Custodian
Salyer, Marchelle	Custodian
Stafford, April	Custodian
Smitley, Gilda	Custodian 180-day
Belcher, Kendall	Educational Assistant
Brewster, Stacy	Educational Assistant
Cunningham, Roxy	Educational Assistant
Denham, Christina	Educational Assistant
Duncan, Virginia	Educational Assistant
Hardin, Ciera	Educational Assistant
Harper, April	Educational Assistant
Kelley, Cathy	Educational Assistant
Kennedy, Julie	Educational Assistant
Scruggs, Patty	Educational Assistant
Slagle, Kim	Educational Assistant
Stovall, Casey	Educational Assistant
Warner, Brook	Educational Assistant
Cornwell, Anita	Finance Assistant
Williams, Angie	Finance Supervisor
Holder, April	Guidance Clerk
Holder, Bryan	Maintenance
Thaxton, Vickie	Maintenance
Cothron, Elizabeth	Nurse
Frillman, Trish	Nurse
Kelley, Katie	Nurse
Dies, Kathy	School Secretary
Overman, Andy	Technology Assistant

5.B. Academic and Goal Updates – Dr. Satterfield highlighted key components of the district’s reopening plan that was passed in June. He stated that schools have redesigned classrooms to accommodate for social distancing and master schedules to accommodate staggered student schedules on alternate days. Dr. Satterfield reiterated that social distancing and wearing a protective mask were the two most important health practices in preventing the

spread of COVID. He stated that his goal was to begin school on time and to stay in school for the duration of the school year. He restated, in his opinion, that a hybrid model gives the district the best opportunity to stay in school longer. He discussed the hybrid schedule and blending learning that incorporates the use of Chromebooks that can be utilized offline for homes that do not have Internet service. He stated several tools or documents were to be released for parents within the coming days that include a Virtual School Handbook, a Responsible Use Policy, and a Trousdale Educational Plan for parents that would be released when the state Continuity of Learning Plan becomes due on July 24. Dr. Satterfield took various questions from the audience, particularly addressing questions about a potential reopening survey. Dr. Satterfield stated that he did not pole parents about a specific reopening survey but the district did conduct a student, family, and teacher survey at the end of the school year which provided critical information about distance learning from the spring and recommendations for providing instruction for students going forward. He addressed a question about hiring additional staff through the Stafford Act, noting that the Stafford Act is a reimbursable grant for which such funds are not guaranteed and it could be eliminated at any time when the state is no longer be declared a disaster area which would make the Stafford Act infeasible.

5.C. Project Updates - Dr. Satterfield informed the Board about the completion of the new sidewalk renovation at the elementary school. He stated that the new push button quick locks had been installed in all high school classrooms and how the new locks would add an additional layer of safety in the event of a school lockdown. He informed the Board that the new classroom doors and push button quick locks were installed at the middle school like the ones at the high school during the COVID closure. Dr. Satterfield stated the contract for the middle school roof had been signed and that they would have their first pre-construction meeting on Monday, July 20.

6. NEW BUSINESS:

6.A. School Reopening Plan

Several members from the audience voiced a desire to reopen school by going back to school on a traditional five days a week model. Dr. Satterfield stated that his goal was to keep students in school as long as possible and that the hybrid model provides the best opportunity to stay in school longer. Mr. Kerr stated that the number one goal for the school district is to protect the health of staff and students. Ms. Jackson spoke for the need and benefits of having in-person instruction five days per week.

Motion to reopen schools using five-day model failed with a motion by Denice Jackson and a second by Anthony Crook.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Nay
Mary Helen McGowan:	Nay
Regina Waller:	Nay

7. ACCOUNT ANALYSIS:

8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

10. ADJOURN:

Motion to Adjourn, passed with a motion by Anthony Crook and a second by Denice Jackson.


Anthony Crook: Yea


Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea


Chairperson


Director of Schools

Trousdale County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Enrollment in College Level Courses</h2>	Descriptor Code: 4.205	Issued Date: 07/16/20
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
6 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and class valedictorian or salutatorian.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
11 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
12 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.³

Legal References

1. TRR/MS 0520-01-03-.03(8)
2. TRR/MS 0520-01-03-.03(8)(b)
3. TRR/MS 0520-01-03-.03(8)(a)

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 07/16/20
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
 3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
 4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
 5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
 6 federal law. This policy shall be disseminated annually to all school staff, students, and
 7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
 8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
 9 individuals shall receive training as to how to promptly and equitably resolve student and employee
 10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
 14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
 15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Title: Linda Carey

18 Mailing address: 103 Lock Six Road, Hartsville, TN 37074

19 Phone number: 615-374-2193

20 Email: lindacarey@tcschools.org

21 **DEFINITIONS⁴**

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
 23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
 25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.¹⁰

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.¹³

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁵

Investigations¹⁶

Linda Carey, Federal Programs Director, shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁷
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to

the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility¹⁹

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²⁰ The clear and convincing evidence standard shall be used in making this determination.²¹

Jennifer Cothron, Disciplinary Hearing Officer, shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

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

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS²²

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to Director of Schools within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION²³

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 07/16/20
		Rescinds: 6.309	Issued: 06/21/18

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

9 Violators of this section shall be subject to suspension and/or expulsion from school.

10 *Firearms*³

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

15 **DRUGS**

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

20 **ASSAULT**

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

ELECTRONIC THREATS

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

Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

NOTIFICATION

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

Legal References

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

Cross References

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

Trousdale County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 07/16/20
		Rescinds: 6.310	Issued: 09/17/19

- 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. All students shall have a cloth or disposable protective face covering on their person and wear
10 it when social distancing (6 feet) cannot be maintained unless medically contraindicated.
11 Locations are, but not limited to: school buses, entering and exiting building and classroom
12 transitions.
 - 13
 - 14 2. All shirts and blouses must cover midriff, back, sides and all undergarments including bra
15 straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
16
 - 17 3. Shorts, shirts, divided skirts, dresses and culottes are allowed. Each must be hemmed and be at
18 the top of the knee or longer.
19
 - 20 4. All trousers, pants or shorts must be worn at the waist totally covering undergarments at all
21 times, including boxer shorts. Pants and trousers must be worn with both legs down (not one leg
22 rolled up), and may not extend past the sole of the shoe. No holes, rips or tears shall exist on
23 any garment.
24
 - 25 5. All coats (outerwear) shall not be worn inside the building during the school day.
26
 - 27 6. All clothing and accessories shall be free of the following: profanity; weapons; sexually
28 suggestive phrases or images; racial or ethnical slurs / slogans; gang symbols or disruptive
29 groups; alcohol, tobacco, drugs or advertisements for such products.
30
 - 31 7. Earrings (for pierced ears) are the only type of piercing jewelry that may be worn.
32
 - 33 8. All tattoos must be covered by appropriate clothing.
34

9. Safe and appropriate footwear must be worn at all times, shoe laces must be tied or tucked in shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, cleated shoes and bedroom slippers.
10. No head coverings exceeding 2 ½ inches in width shall be worn inside the building (except for religious or medical reason). Bandanas may not be worn anywhere on one's person.
11. No curlers, picks, combs, or hair rakes in the hair.
12. No sunglasses or permanently tinted glasses (without prescription).
13. No dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
14. No gloves in the building.
15. No pajamas, loungewear, dorm pants.
16. No fringed garments worn in shop areas which contain machinery.
17. No clothing that would impair the health and safety of the student during the normal school day.
18. Athletes, band members, cheerleaders may wear team issued apparel on game days.
19. 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.

Trousdale County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 07/16/20
		Rescinds: 6.313	Issued: 09/17/19

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize behavior intervention planning and restorative practices as alternative disciplinary practices and shall only use exclusionary discipline as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.² These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:³

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

In order to ensure that these goals are accomplished, the school district shall utilize positive school climate, restorative practices, behavior intervention planning, and building strong brains trauma-informed discipline practices.

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom disturbances

- Classroom tardiness
- Open food or drink in school without permission
- Refusal to participate in required school activities (wellness activities, reading assignments, etc.)
- Violations of classroom rules
- Conduct that disrupts the peace and good order of the learning environment (impudence, profanity, disorderly conduct, and disrespect for authority, etc.)
- Inappropriate public display of affection
- Cheating and lying
- Abusive language
- Bullying, threatening, hazing, or intimidating behavior
- Refusal to wear cloth or disposable protective face covering (COVID-19 safeguards)
- Non-defiant failure to do assignments or carry out directions
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options:

- Verbal reprimand
- Special Assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Strict supervised study
- Office referral
- Restorative Practices
- Corporal punishment
- In-school suspension
- After school detention

MISBEHAVIORS: Level II

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of foul or abusive language
- Disrespect to teacher/staff
- Insubordination (not following the directive of a teacher or other school employee)
- Computer hacking or tampering
- Participation in a school disruption
- Gambling (pitching pennies, dice, or other games of chance)
- Leaving school grounds without permission
- Dress code violation
- Wearing, while on the grounds of the school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- Using forged notes or excuses
- Disruptive classroom behavior
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Refusal to accept Level I/II disciplinary options

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- Restorative Practices
- After-school detention
- Saturday School Detention
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due

- Out-of-school suspension (not to exceed ten (10) days).

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple) (both parties disciplined, unless one was attacked for no apparent reason) – Minimum remand to the Alternative School for (6) instructional days.
- Vandalism (minor) (full restitution expected)
- Use or possession, sale and/or distribution of tobacco in any form (citation shall be issued to the student by the principal and shall require the student and parents to appear in Juvenile Court)
- Possession or detonation of an incendiary or explosive material (poppers, firecracker, stink bomb, smoke bomb, etc)
- Destruction of school property (full restitution expected)
- Pulling a fire alarm when no fire or smoke is visible
- Possession of drug paraphernalia (including rolling papers)
- Sexual misconduct
- Indecent exposure
- Unauthorized photographing and/or videoing during the school day, on school property (including buses), or during school sponsored events.
- Unauthorized use of school or district website, images, emblems, etc.
- Prescription policy violation
- Stealing
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Refusal to accept Level I/II/III disciplinary options

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Principal takes appropriate disciplinary action.
- Principal may refer incident to director of schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options:

- Saturday School Detention
- Alternative School (minimum remand for (6) instructional days)
- Suspension from school-sponsored activities or from riding school bus
- Restorative Practices
- Out-of-school suspension not to exceed ten (10) days
- Expulsion
- Restitution from loss, damage or stolen property
- Transfer
- Social adjustment classes
- Detention
- Corporal punishment

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- Use, possession, sale, and/or distribution of drugs, and/or alcohol (citation shall be issued to the student by the principal and shall require the student and parents to appear in Juvenile Court)
- Fighting (bodily harm inflicted). Both parties shall be disciplined, unless one was attacked for no apparent reason. Assailant shall be expelled for a minimum of (30) instructional days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Verbal threat to do bodily harm (including written statements). Assailant shall be suspended for a minimum of (3) days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons *
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Assault/Battery *
- Vandalism (major) (full restitution expected)
- Theft/possession/sale of stolen property (full restitution expected)
- Arson/Possession of unauthorized substances *
- Use/transfer of unauthorized substances
- Bullying, threatening, hazing, or intimidating behavior

- Harassment (Sexual, Racial, Ethnic, Religious)
- Being present on school property, on a school bus or at a school sponsored event or activity under the influence of an illegal drug, controlled substance or alcohol.

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.
- Principal hears accusations and permits offender opportunity to explain conduct.
- Parents are notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools.
- Complete and accurate reports are submitted to the director of schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options

- Expulsion
- Alternative School
- Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

- A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
- A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
- A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - pay any activity fee;
 - pay a library or other school fine; or
 - make restitution for lost or damaged school property.

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 07/16/20
		Rescinds: 6.316	Issued: 10/17/12

1 **DEFINITIONS:**

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

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

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

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 A Principal may suspend a student from attendance in a specific class or any school-related activity on
11 or off campus or from riding a bus, without suspending such student from attendance at school. Based
12 on the severity of the offense, the Principal may suspend a student from attendance at school and all
13 school activities.

14 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 15 1. Willful and persistent violation of the rules of the school;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to any
18 school;
- 19 4. Willful or malicious damage to real or personal property of the school or the property of any
20 person attending or assigned to the school;
- 21 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
22 suspension;
- 23 6. Marking, defacing, or destroying school property;
- 24 7. Possession of a pistol, gun, or firearm on school property;²
- 25 8. Possession of a knife or other weapons, as defined in state law, on school property;³

- 1 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
2 obscene, or threatening language;
- 3 10. Unlawful use or possession of barbital or legend drugs as defined in state law;⁴
- 4 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 5 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
6 explosive or destructive device including chemical weapons on school property or at a school-
7 sponsored event;
- 8 13. One (1) or more students initiating a physical attack on an individual student on school property
9 or at a school activity, including travel to and from school;
- 10 14. Off-campus criminal behavior resulting in felony charges;
- 11 15. When behavior poses a danger to persons or property or disrupts the educational process; or
- 12 16. Any other conduct prejudicial to good order or discipline in any school.

13 Except in an emergency, a principal shall not suspend any student until that student has been advised
14 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

15 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
16 reasonable belief that the student, or another to whom the student was coming to the defense of, may
17 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
18 not face any disciplinary action.⁵

19 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
20 Schools/designee of the following:

- 21 1. Student's suspension;
- 22
- 23 2. Cause for the suspension; and
- 24
- 25 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
26 student, and the principal.

27 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
28 permitted to take such final examinations or submit such required work as necessary to complete the
29 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

30 AFTER-SCHOOL DETENTION

31 After-School and Saturday-School suspension shall be offered to students as an alternative program to
32 complete academic assignments and receive credit for work completed.

Personnel responsible for in-school suspension shall ensure that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students shall be required to complete academic assignments and shall receive credit for work completed.

SUSPENSIONS LONGER THAN FIVE DAYS⁷

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student's behavior.

SUSPENSIONS LONGER THAN TEN DAYS⁸

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district if requested by the student.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

Legal References

1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. TCA 49-6-3401(i)
6. TCA 49-6-3401(d)
7. TCA 49-6-3401(c)(3)
8. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415

Cross References

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

Trousedale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 07/16/20
		Rescinds: 6.317	Issued: 03/13/14

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. The Board shall appoint a DHA which shall consist of five (5) members. The Director of Schools shall recommend members of the DHA to the Board for approval. At least one (1) DHA member shall be a licensed employee of the district. All appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.¹

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

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

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the beginning of the suspension.²

The DHA may take the following disciplinary actions:³

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

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may take the following actions.

1 *Grant Request for Hearing*⁴

2 If the Board grants a hearing, it shall provide notice to the student and/or his/her parent(s)/guardian(s).
3 The notice of the hearing shall include a statement that, unless the student or the student's
4 parent(s)/guardian(s) requests an open hearing in writing within five (5) days of receipt of the notice, the
5 hearing shall be closed to the public.

6 The Board may affirm, overturn, or modify the decision of the DHA.

7 *Deny Request for Hearing*⁴

8 If the Board does not grant a hearing, it may affirm, overturn, or modify the decision of the DHA. The
9 Board shall not impose a more severe penalty than that imposed by the DHA without first providing an
10 opportunity for a hearing before the Board.

11 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion
12 unless modified by the Director of Schools.

Legal References

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

Cross References

Procedural Due Process 6.302
Zero Tolerance Offenses 6.309
Suspension 6.316
Alternative Education 6.319
Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 07/16/20
		Rescinds: 6.319	Issued: 02/15/18

1 *General*¹

2 The Board shall operate an alternative school and/or program for students in grades seven through
3 twelve (7-12) who have been suspended or expelled from the regular school program.

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

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

12 **ASSIGNMENT**

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

- 17 1. Level of supervision available;
- 18
- 19 2. Safety considerations; and
- 20
- 21 3. Type of infraction.

22 Students who have committed zero tolerance offenses are not required to be assigned to alternative
23 schools or programs.⁴

24 Prior to the assignment of the student to the alternative school or program, the Director of Schools shall
25 provide written notice to the student's parent/guardian stating the reason for the student's placement.⁵

26 Placement in an alternative education setting shall be reserved for students who significantly disrupt
27 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
28 suspected of having a disability, all state and federal laws and rules and regulations related to special
29 education shall be followed. The Director of Schools shall develop procedures regarding placement of
30 students in the program, taking into consideration the impact of exclusionary discipline practices.⁶

The Director of Schools shall monitor and regularly evaluate the academic progress of each student enrolled in the alternative school.

REMOVAL⁷

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

1. He/she violates the rules of the alternative school or program; or
2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES⁸

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

TRANSITION PLAN⁹

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

Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
5. TRR/MS 0520-01-02-.09(9)(i)
6. TRR/MS 0520-01-02-.09(9)(h)
7. Public Acts of 2020, Chapter No. 603
8. TRR/MS 0520-01-02-.09(9)(g)(2)
9. TRR/MS 0520-01-02-.09(m)

Cross References

Special Education 4.202
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Trousdale County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 07/16/20
		Rescinds: 6.409	Issued: 06/21/18

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate the Principal of the school as the Child Abuse Coordinator and the Assistant
4 Principal of the school to serve as the Alternate Child Abuse Coordinator;
- 5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7
- 8 3. Supply the Coordinator with all necessary resources;
- 9
- 10 4. Ensure that all school personnel annually complete the child abuse training program required
11 by state law.²

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

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴

19 The report shall include, to the extent known by the reporter:⁵

- 20 1. The name, address, telephone number, and age of the child;
- 21
- 22 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 23
- 24 3. The nature and extent of the abuse or neglect; and
- 25
- 26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
27 abuse or neglect.

28 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
29 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 investigations⁶ 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.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
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); H.B. 2461, 111th Tenn. Gen. Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

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

Trousdale County Schools Request for Fundraising Activity

School: TCES JSMS TCHS

Student Group/Activity:

High School Football Team/ Fan Cloth Fundraiser

Net Amount Expected/Goal:

\$2,000-\$3,000

Specific Purpose of the Fundraiser:

The selling of Trousdale County Yellow Jacket merchandise as a fundraiser. There was no lift-a-thon, and we will not be able to have a meet and greet, and the golf tournament may or may not happen. This fundraiser will cost us \$0 and is zero hassal to coaches because Fan Cloth does everything, and it is mostly online.

Specific Use of the Funds Acquired:

To pay for new player practice equipment such as helmets, shoulder pads, girdles, and practice jerseys

Describe how students will be involved in the fundraising activity:

Students will sell Trousdale County Yellow Jacket merchandise through a catalog or a virtual catalog online through social media. With the virtual catalog, everything is done online. People wanting to buy merchandise can view online and purchase online and delivery is made to the purchaser's address.

Matt Dyer
Sponsor's Signature

7/10/20
Date

Principal's Signature

Date

Chris Santos
Director's Signature

7/21/20
Date

Board Approved: 7-20-20

Trousdale County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: COVID-19 Safeguards for Staff and Students	Descriptor Code: 1.809	Issued Date: 07/16/20
		Rescinds:	Issued:

1 PROTECTIVE FACE COVERINGS

2 All staff and students shall have a cloth or disposable protective face covering on their person and wear
 3 it when social distancing (6 feet) cannot be maintained unless medically contraindicated. Protective
 4 face coverings must be worn to be transported on a school bus.

5 STAFF REPORTING

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

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

13 STUDENT REPORTING

14 All parents/guardians shall immediately notify their student's school nurse when:

- 15
- 16 1. The student becomes exposed to someone whom they suspect to have COVID-19; or
- 17 2. The student becomes exposed to someone exhibiting COVID-19 symptoms; or
- 18 3. The student comes in contact with someone who has tested positive for COVID-19; or
- 19 4. There is a confirmed active COVID-19 case in the student's household; or
- 20 5. The student exhibits symptoms of COVID-19.

21 EXTRACURRICULAR ACTIVITIES

22 If a school is closed, then all extracurricular programs, events, trips, athletics, etc. will be cancelled for
 23 the duration of the school closure.

24 If school is open and the visiting school is closed due to COVID-19, all extracurricular programs,
 25 events, trips, athletics, etc. will be cancelled with the visiting school.

26 If a school is open, extracurricular programs, events, trips, athletics, etc. may be cancelled based on the
 27 COVID-19 virus spread of the intended destination and its facility's readiness to protect staff and
 28 students.