

Regular Meeting of the Trousdale County Board of Education

Thursday, June 17, 2021

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:00 PM.

Anthony Crook: Present

John Kerr: Present

Jason Sullivan: Present

Barbara Towns: Present

Regina Waller: Present

1. AGENDA:

1.A. Call to Order – Mr. John Kerr, Chairman

1.B. Invocation – Mr. John Kerr, Chairman

1.C. Pledge of Allegiance - Ms. Regina Waller, Board Member

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

1.E. Approval of the Agenda for June 17, 2021

Motion to approve the Agenda for June 17, 2021, passed with a motion by Regina Waller and a second by Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for June 17, 2021

Motion to approve the Consent Agenda passed with a motion by Anthony Crook and a second by Regina Waller.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea

2.B. Approval of Minutes from May 27, 2021

2.C. Approve Executive Decision(s) - Attachment A

- School Carpet Replacement Bid - Shaw Integrated Solutions (via SourceWell) \$52,813.03
- School Security Cameras Bid - HSS, Inc. \$29,993.00 (Safety Grant)
- School PA System Repair - Ivon Davis/Davis Electronics \$8,472.00

2.D. Approve High School Basketball Fundraiser - Attachment B

2.E. Approve Part-time Food Service Staff for 2021-22

- Part-time Cashier 177 days, 4 hrs per day, \$11.19 hr for each school
- Adjust part-time salaries to regular full-time salaries of \$11.19 hr.

2.F. Approve FY22 IDEA/ESEA Consolidated Application for SY 2021-22 - Attachment C

2.G. Approve FY22 142 Federal Projects Budgets - Attachment D

2.H. Approve Budget Amendment 142-71100 Regular Instruction -ESSER 2.0

Amend the 2020-21 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:

DEBIT EXPENDITURES		Subfund 934: ESSER 2.0		
	72250	Technology		
	350	Internet Connectivity		16,000.00
	471	Software		3,500.00
	790	Other Equipment		71,500.00
	73100	Food Service Program		
	162	Clerical Personnel		1,307.85
	165	Cafeteria Personnel		10,388.31
	201	Social Security		761.96
	204	State Retirement		717.12
	212	Employer Medicare		209.96
GRAND TOTALS				\$104,385.20

Amend the 2020-21 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		19,225.00
	189	Other Salaries & Wages		1,440.00
	201	Social Security		1,260.00
	204	State Retirement		1,900.00
	212	Employer Medicare		290.00
	429	Instructional Supplies & Materials		25,000.00

	72120	Health Services		
	131	Medical Personnel		5,120.00
	201	Social Security		320.00
	204	State Retirement		530.00
	212	Employer Medicare		75.00
	72410	Office of the Principal		
	104	Principals		5,600.00
	201	Social Security		350.00
	204	State Retirement		580.00
	212	Employer Medicare		82.00
	72610	Operation of Plant		
	166	Custodial Personnel		3,410.00
	201	Social Security		215.00
	204	State Retirement		175.00
	212	Employer Medicare		50.00
	73100	Food Service Program		
	422	Food Supplies		644.10
	76100	Capital Outlay		
	707	Building Improvements		38,119.10
GRAND TOTALS				\$104,385.20

2.I. Approve Budget Amendment 142-72610 Operation of Plant - ESSER 1.0

Amend the 2020-21 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:

DEBIT EXPENDITURES		Subfund 931: ESSER 1.0		
	72610	Operation of Plant		
	410	Custodial Supplies		80.74
GRAND TOTALS				\$80.74

Amend the 2020-21 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES				
	71100	Regular Instruction Program		
	722	Regular Instruction Equipment		80.74
GRAND TOTALS				\$80.74

2.J. Approve Budget Amendment 142-71100 Regular Instruction Program - Title I

Amend the 2020-21 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:

DEBIT EXPENDITURES		Subfund 102: Title I		
	71100	Regular Instruction Program		
	722	Regular Instruction Equipment		1,530.32
GRAND TOTALS				\$1,530.32
Amend the 2020-21 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES				
	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		1,530.32
GRAND TOTALS				\$1,530.32

2.K. Approve Budget Amendment 142-72210 Regular Instruction Program - Title II

Amend the 2020-21 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:

DEBIT EXPENDITURES		Subfund 202: Title II		
	72210	Regular Instruction Program		
	499	Other Supplies & Materials		1,010.77
GRAND TOTALS				\$1,010.77
Amend the 2020-21 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES				
	72210	Regular Instruction Program		
	790	Other Equipment		1,010.77
GRAND TOTALS				\$1,010.77

2.L. Approve Budget Amendment 143-73100 USDA Commodities

Amend the 2020-21 143 Food Service School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue				
	47112	USDA Commodities		424.20
GRAND TOTALS				\$424.20

Amend the 2020-21 143 Food Service School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES				
	73100	Food Service		
	469	USDA Commodities		424.20
GRAND TOTALS				\$424.20

2.M. Approve Budget Amendment 141-76100 Capital Outlay

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	76100	Regular Capital Outlay		
	707	Building Improvements		25,000.00
GRAND TOTALS				\$25,000.00

Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	76100	Regular Capital Outlay		
	711	Furniture & Fixtures		25,000.00
GRAND TOTALS				\$25,000.00

2.N. Approve Budget Amendment 141-72620 Maintenance of Plant

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	72620	Maintenance of Plant		
	717	Maintenance Equipment		5,600.00
GRAND TOTALS				\$5,600.00

Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72620	Maintenance of Plant		
	399	Other Contracted Services		5,600.00
GRAND TOTALS				\$5,600.00

2.O. Approve Budget Amendment 141-72310 Board of Education

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	72310	Board of Education		
	599	Other Charges		1,000.00
GRAND TOTALS				\$1,000.00

Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72310	Board of Education		
	331	Legal Services		1,000.00
GRAND TOTALS				\$1,000.00

2.P. Approve Budget Amendment 141-72320 Director of Schools

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	72320	Director of Schools		
	201	Social Security		200.00
GRAND TOTALS				\$200.00
Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72320	Director of Schools		
	711	Furniture & Fixtures		200.00
GRAND TOTALS				\$200.00

2.Q. Approve Budget Amendment 141-72210 Regular Instruction Program

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	72210	Regular Instruction Program		
	432	Library Books/Media		500.00
GRAND TOTALS				\$500.00
Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72210	Regular Instruction Program		
	207	Medical Insurance		500.00
GRAND TOTALS				\$500.00

2.R. Approve Budget Amendment 141-82130 Principal on Debt - Education

Amend the 2020-21 141 General Purpose School Budget by debiting line item Expenditure. Amendments are to include:

DEBIT EXPENDITURES	72610	Operation of Plant		
	415	Electricity		20,300.00
GRAND TOTALS				\$20,300.00

Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	82130	Principal on Debt - Education		
	612	Principal on Other Loans		18,500.00
	82230	Interest on Debt - Education		
	613	Interest on Other Loans		1,800.00
GRAND TOTALS				\$20,300.00

2.S. Approve Budget Amendment 142-71100 Regular Instruction Program - Literacy Grant

Amend the 2020-21 142 Federal Projects School Budget by debiting line Revenue. Amendments are to include:

DEBIT Revenue		Subfund 950: Literacy Teacher Training Stipend Grant		
	47309	COVID-19 Grant D		50,000.00
GRAND TOTALS				\$50,000.00

Amend the 2020-21 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES				
	71100	Regular Instruction Program		
	189	Other Salaries & Wages		42,000.00
	201	Social Security		2,700.00
	204	State Retirement		4,500.00
	212	Employee Medicare		800.00
GRAND TOTALS				\$50,000.00

2.T. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2020-21 141 General Purpose School Budget by debiting line expenditures.
Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		6,000.00
GRAND TOTALS				\$6,000.00
Amend the 2020-21 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES				
	71100	Regular Instruction Program		
	163	Educational Assistants		6,000.00
GRAND TOTALS				\$6,000.00

2.U. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2020-21 141 General Purpose School Budget by debiting line expenditures.
Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	204	State Retirement		32,856.55
	71200	Special Education Program		
	204	State Retirement		3,006.32
	71300	Vocational Education Program		
	204	State Retirement		908.61
	72120	Health Services		
	204	State Retirement		836.58
	72130	Other Student Support		
	204	State Retirement		724.47
	72210	Regular Instruction Program		
	204	State Retirement		885.11
GRAND TOTALS				\$39,217.64
Amend the 2020-21 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES				
	71100	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		32,856.55

	71200	Special Education Program		
	217	Retirement - Hybrid Stabilization		3,006.32
	71300	Vocational Education Program		
	217	Retirement - Hybrid Stabilization		908.61
	72120	Health Services		
	217	Retirement - Hybrid Stabilization		836.58
	72130	Other Student Support		
	217	Retirement - Hybrid Stabilization		724.47
	72210	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		885.11
GRAND TOTALS				\$39,217.64

2.V. Approve TSBA Policy Revision - 1.8011 Emergency School Closings – Attachment E

2.W. Approve TSBA Policy Revision - 3.205 Security – Attachment F

2.X. Approve TSBA New Policy Recommendation - 3.211 New Project Planning - Attachment G

2.Y. Approve TSBA New Policy Recommendation - 3.220 Access to Private Facilities - Attachment H

2.Z. Approve TSBA New Policy Recommendation - 4.101 Instructional Standards – Attachment I

2.AA. Approve TSBA New Policy Recommendation - 4.204 Summer Instructional Programs – Attachment J

2.AB. Approve TSBA New Policy Recommendation - 4.205 Enrollment in Advanced Classes – Attachment K

2.AC. Approve TSBA New Policy Recommendation - 4.213 Family Life Education – Attachment L

2.AD. Approve TSBA Policy Revision - 4.301 Interscholastic Athletics – Attachment M

2.AE. Approve TSBA Policy Revision - 4.605 Graduation Requirements – Attachment N

2.AF. Approve TSBA Policy Revision 4.700 Testing Programs – Attachment O

2.AG. Approve TSBA Policy Revision - 5.106 Application & Employment – Attachment P

2.AH. Approve TSBA Policy Revision - 5.117 Teacher Tenure – Attachment Q

2.AI. Approve TSBA Policy Revision - 5.200 Separation Practices for Tenured Teachers – Attachment R

2.AJ. Approve TSBA Policy Revision - 5.201 Separation Practices for Non-Tenured Teachers - Attachment S

2.AK. Approve TSBA Policy Revision - 5.802 Qualifications and Duties of the Director of Schools – Attachment T

2.AL. Approve TSBA Policy Revision - 6.200 Attendance – Attachment U

2.AM. Approve TSBA Policy Revision - 6.202 Home Schools – Attachment V

2.AN. Approve TSBA Policy Revision - 6.319 Alternative Education – Attachment W

2.AO. Approve TSBA Policy Revision - 6.402 Physical Examinations and Immunizations - Attachment X

3. SCHOOL DISTRICT HIGHLIGHTS: Dr. Satterfield presented Kathy Atwood, Food Service and School Health Coordinator, with a plaque from the Tennessee No Kid Hungry Foundation for the food service's efforts in feeding students during school closures due to the COVID pandemic.

4. PRINCIPALS' REPORTS:

4.A. Summer Learning Academy - Ms. Kellie Porter and Mr. Landon Gulley, Principals for the new Summer Learning Academy provided a progress report to the Board for the month of June. Both principals highlighted enhanced student engagement, small class size, one to one computer devices, learning acceleration, and practice with high-dose reading tutoring in first and second grades that will be extended in grades 1-5 for the 2021-22 school year.

5. COVID-19 UPDATES - Ms. Kathy Atwood, School Health Coordinator, updated the Board with the most recent COVID-19 County Data Snapshot noting Trousdale County's 4.8% positive rate over the last 7 days.

6. DIRECTORS' REPORT:

6.A. Employment Notifications

Colburn, Stephanie	Teacher, Elementary
O'Neal, Marcie	Teacher, Elementary

Davenport, Megan	Middle School Social Studies, resignation
Pitts, Paul	Middle School Social Studies, resignation

6.B. Academic and Goal Updates – Dr. Satterfield noted the success of the on-going Summer Learning Camp. He stated that the camp was presently servicing 216 students and 57 afterschool students with 130 students receiving bus transportation. He invited the Board to attend the Commissioner of Education visit on Monday, June 28, as well as the student award trip to the Nashville Zoo on July 1. He noted that high school credit recovery was serving 26 students.

6.C. Project Updates – Dr. Satterfield informed the Board that the work on the middle school roof had been completed but he was holding \$44,741 in retainage until some unattended gutter leaks are addressed. He updated the Board about the middle school window replacement project, stating that the bid opening would be held on July 13. He noted that the middle school ceiling tile replacement project had been completed while the installation of electric hand dryers at all three schools and carpet replacement at the high school and middle school were still ongoing. He concluded by stating that the visitor's side of the football stadium had been demolished and expected the home side to be complete within the next 2-3 days.

7. NEW BUSINESS:

7.A. Policy Review - 1.809 COVID-19 Safeguards for Staff and Students

7.B. High School Band Camp - Overnight Trip Request - Attachment ^y

Motion to approve Band Camp Overnight Field Trip, passed with a motion by Barbara Towns and a second by Jason Sullivan.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea

8. ACCOUNT ANALYSIS:

9. VENDOR CHECKS:

10. EXPENDITURES & ENCUMBRANCES:

11. ADJOURN:

Motion to Adjourn, passed with a motion by Anthony Crook and a second by Regina Waller.


Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea

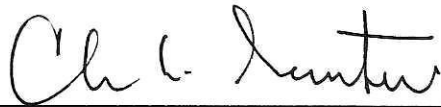

Chairperson


Director of Schools

EXECUTIVE DECISION

Upon receipt of bid from Shaw Integrated Solutions (Sourcewell Contract ID #080819-511), executive decision was made to accept and approve said bid for carpet replacement at TCHS (offices and library) and at JSMS (Mr. McCall's office and foyer) on this date, June 1, 2021.

TCHS Carpet	\$44,186.74
JSMS Carpet	\$8,626.29
Total	\$52,813.03



Clint Satterfield, Director of Schools

6/1/21

Date

TROUSDALE COUNTY BOARD OF EDUCATION

EXECUTIVE DECISION

On June 4, 2021, upon completion of bid openings, executive decision was made to accept and approve the following bids:

Project	Vendor	Amount
Security Cameras	HSS, Inc.	\$29,993.00
PA Systems @ JSMS & TCHS	Ivon Davis/Davis Electronics	\$8,472.00



Clint Satterfield, Director of Schools

6/4/21

Date

Trousdale County Board of Education

Bid Opening Tabulation Summary

Location: Trousdale Co Board of Education

Project: PA Systems @ JSMS and TCHS

Date: 6/4/21 12:00 NOON

Company/Individual	Project/Asset	Bid Amount
Ivon Davis Davis Electronics	PA-Systems / TCHS JSMS	\$8472.00

Recommended

DAVIS ELECTRONICS
617 HWY 52 BYPASS EAST
Lafayette, TN 37083
(615)666-2450

June 3, 2021 –Bid

Trousdale County Board of Education C/O David Cothron

Item- Repair sound system in the gym at the High School

System will need:

- 1-Speaker Adjustment
- 1-Minor Repairs on Head End of Amplifier Rack System

Estimated Cost \$800.00-\$1,100.00

***NOTE-** All Gyms have echo problems due to the wooden floors, concrete walls, and the overall construction. To help with the echo problem some schools spend thousands of dollars to install acoustics to help absorb the echo. Unfortunately, I have not found a simple solution.

***SUGGESTIONS-**For Trousdale County High School would be to redirect the speakers, do some minor maintenance on the microphone mixers and amplifiers. This will help the sound but will not completely solve the problem.

Overall Trousdale High School has a good quality system, amplifiers, and speakers. Just dealing with the echo is the problem.

*We will need your lift in the gym to access the speakers.

Thank You,
Davis Electronics

DAVIS ELECTRONICS

617 HWY 52 BYPASS EAST

Lafayette TN, 37083

(615)666-2450

June 3, 2021- Bid

Trousdale County Board of Education C/O David Cothron

Inquiry-Sound system for the gym at the Middle School.

Suggested Equipment

1-Power Amplifier 1000 Watts w/Bluetooth (Peavey)	\$789.00
1-Wireless Microphone 2 Microphone set	\$699.00
1-One hand Microphone wired w/cable	\$149.00
1 Wall Mount Cabinet	\$769.00
1-Install System	\$950.00
Total	\$3,356.00

Optional Speakers

1-4 Speakers- Electro Voice 800 Watts	\$879.00 x 4 =	\$3,516.00
1-Installing Speakers		\$500.00
Optional Total		\$4,016.00

Thank You,
Davis Electronics

Trousdale County Board of Education

Bid Opening Tabulation Summary

Location: Trousdale Co Board of Education

Project:

Security Cameras

Date:

June 4, 2021

Company/Individual	Project/Asset	Bid Amount
HSS, Inc.	Security Cameras	\$ 29993. ⁰⁰ —
Ultimate Security	Security Cameras	37491.25

* Recommended



HSS, INC.

Total
\$29,493.00

Quote #800

AWAITING RESPONSE

Trousdale County Schools

115 Lock 6 Road / Elementary School / Hartsville,
Tennessee 37074

Sent on
Jun 02, 2021

Elementary

Additional cameras to cover playground and Room 44

QTY.	UNIT COST	TOTAL
1	\$0.00	\$0.00

Indoor 2MP camera

Room 44

QTY.	UNIT COST	TOTAL
1	\$198.00	\$198.00

Clinton 2MP

2.8-12MM lens with heater

QTY.	UNIT COST	TOTAL
2	\$240.00	\$480.00

Wall Mounts

QTY.	UNIT COST	TOTAL
2	\$17.00	\$34.00

Wiring drop per camera labor, wiring hardware install terminations

Room 44 and 2 playground

QTY.	UNIT COST	TOTAL
3	\$385.00	\$1,155.00

BNC connectors

QTY.	UNIT COST	TOTAL
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6

\$2.00

\$12.00

Power Supply

24VAC 8 Amp

QTY.

1

UNIT COST

\$78.00

TOTAL

\$78.00

Roll Siamese wire

QTY.

1

UNIT COST

\$220.00

TOTAL

\$220.00

Installation of cameras and setup on DVR

QTY.

1

UNIT COST

\$350.00

TOTAL

\$350.00

Subtotal

\$2,527.00

No Tax (0.0%)

\$0.00

Total

\$2,527.00

This quote is valid for the next 30 days, after which values may be subject to change.

Contact HSS, INC.

305 East High Street, Lebanon TN, 37087,

615-444-1400 / TN Lic. C0595 service@hsssecurity.net <https://www.hsssecurity.net/>

Created with getjobber.com

**HSS, INC.**

Quote #801

AWAITING RESPONSE

Trousdale County Schools

262 W. McMurray Street / High School / Hartsville,
Tennessee 37074

Sent on
Jun 02, 2021

Clinton 16 channel DVR 4TB

David has 16 channel NVR we can use for this location
DVR will replace existing 4 channel unit

QTY.	UNIT COST	TOTAL
0	\$1,175.00	\$0.00

HS

Rear camera, 2 front cameras, 2 auditorium cameras

QTY.	UNIT COST	TOTAL
1	\$0.00	\$0.00

Clinton 2MP Outdoor

2.8-12MM lens with heater

QTY.	UNIT COST	TOTAL
3	\$240.00	\$720.00

Wall Mounts Outdoor

QTY.	UNIT COST	TOTAL
3	\$17.00	\$51.00

Indoor 2MP camera

Auditorium

QTY.	UNIT COST	TOTAL
2	\$198.00	\$396.00

BNC connectors

QTY.	UNIT COST	TOTAL
10	\$2.00	\$20.00

Power Supply

24VAC 8 Amp

QTY.	UNIT COST	TOTAL
1	\$78.00	\$78.00

Roll Siamese wire

QTY.	UNIT COST	TOTAL
2	\$220.00	\$440.00

Wiring drop per camera labor, wiring hardware install terminations

QTY.	UNIT COST	TOTAL
5	\$385.00	\$1,925.00

Installation of cameras and setup of NVR

QTY.	UNIT COST	TOTAL
1	\$550.00	\$550.00

Cat5e drop from DVR to principal office

QTY.	UNIT COST	TOTAL
1	\$195.00	\$195.00

Monitor with Wall mount

QTY.	UNIT COST	TOTAL
1	\$400.00	\$400.00

HDMI Expander and wireless mouse

QTY.	UNIT COST	TOTAL
1	\$300.00	\$300.00

Subtotal

\$5,075.00

No Tax (0.0%)

\$0.00

Total

\$5,075.00

This quote is valid for the next 30 days, after which values may be subject to change.

**HSS, INC.**

Quote #806

AWAITING RESPONSE

Trousdale County Schools

210 Damascas Ave / Jim B. Satterfield Middle School /
Hartsville, Tennessee 37074

Sent on
Jun 02, 2021

JBS

SEE MAP

Leaving off camera not on map

QTY.	UNIT COST	TOTAL
1	\$0.00	\$0.00

Clinton 16 channel DVR 6TB

Will reuse existing 16 channel, 16 Channel David has, and add new 16 channel

QTY.	UNIT COST	TOTAL
1	\$1,175.00	\$1,175.00

Clinton 2MP Outdoor

2.8-12MM lens with heater

QTY.	UNIT COST	TOTAL
18	\$240.00	\$4,320.00

Wall Mounts Outdoor

QTY.	UNIT COST	TOTAL
18	\$17.00	\$306.00

Indoor 2MP camera

Cam 16 hall

QTY.	UNIT COST	TOTAL
8	\$198.00	\$1,584.00

BNC connectors

QTY.	UNIT COST	TOTAL
50	\$2.00	\$100.00

Power Supply

24VAC 12 Amp16 CH

QTY.	UNIT COST	TOTAL
2	\$123.00	\$246.00

Roll Siamese wire

QTY.	UNIT COST	TOTAL
5	\$220.00	\$1,100.00

Wiring drop per camera labor, wiring hardware install terminationsfor camera numbers 14,15,16,17,18,19
in lower part of school

QTY.	UNIT COST	TOTAL
6	\$455.00	\$2,730.00

Wiring drop per camera labor, wiring hardware install terminations

4,5,6,7,8,9,10,11,12,13,14(15 in Gym, 16 in hall)

QTY.	UNIT COST	TOTAL
20	\$385.00	\$7,700.00

Installation of cameras and setup of NVR

QTY.	UNIT COST	TOTAL
1	\$2,950.00	\$2,950.00

Monitor to match existing

QTY.	UNIT COST	TOTAL
1	\$180.00	\$180.00

Subtotal	\$22,391.00
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No Tax (0.0%)	\$0.00
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Total	\$22,391.00
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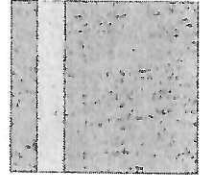
Quote per drawing attached

Ultimate Security

601 Veterans Drive
Scottsboro, AL. 35768
(256)259-9690

TN Lic #2075

6/2/2021



Total
\$37,491.25

Quote for Trousdale County Schools 115 Lock 6 Road Elementary School Hartsville, Tennessee 37074

Job Components:

- Indoor 2MP Camera room 44
- Clinton 2MP
- Mounts
- 1500 ft wiring
- Connectors
- Power Supply
- Siamese Wire 500 ft
- Labor

Parts Cost: \$2721.25

Labor: \$437.50

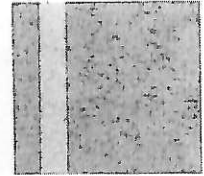
Grand Total: \$3158.75

Ultimate Security

601 Veterans Drive
Scottsboro, AL. 35768
(256)259-9690

TN Lic #2075

6/2/2021



Quote for **Trousdale County Schools**

262 W. McMurray Street / High School / Hartsville, Tennessee 37074

Job Components:

- Indoor 2MP
- Clinton 2MP
- Mounts
- 1500 ft wiring
- Connectors
- Power Supply
- Siamese Wire 1000 ft
- cat5e cable
- Monitor
- wall mount
- Labor
- HDMI expander
- wireless mouse and key

Parts Cost: \$3937.50

Labor: \$2406.25

Grand Total: \$6343.75

Ultimate Security

601 Veterans Drive
Scottsboro, AL. 35768
(256)259-9690

TN Lic #2075

6/2/2021



Quote for **Trousdale County Schools**

210 Damascas Ave / Jim B. Satterfield Middle School / Hartsville, Tennessee 37074

Job Components:

- Clinton 16 Channel DVR 6TB
- Indoor 2MP
- Clinton 2MP
- Mounts
- Connectors
- Power Supply
- Siamese Wire 1000 ft
- cat5e cable
- Monitor
- Labor
- wireless mouse and key

Parts Cost: \$11,263.75

Labor: \$16,725.00

Grand Total: \$27,988.75



Trousedale County Schools
Request for Fundraising Activity

Attachment B

School: ☐ TCES ☐ JSMS ☒ TCHS

Student Group/Activity: TC HS Basketball Youth Camp

July 19, 20

Net Amount Expected/Goal: \$1000 - \$1500

\$50.00

Specific Purpose of the Fundraiser:

Youth camp for our student/athletes to teach younger children the fundamentals of basketball.

Specific Use of the Funds Acquired:

General purpose equipment for season: balls, score books, etc.

Describe how students will be involved in the fundraising activity:

Students will be mentors & teach during the camp.



Sponsor's Signature

6-14-21

Date



Principal's Signature

6-14-21

Date



Director's Signature

6/18/21

Date

Board Approved:

6/17/21

FY22 Consolidated Application Approval for IDEA/ESEA Attachment C
School Year 2021-22

LEA # 850

LEA Name (Legal Name of Agency: Trousdale County School District

LEA # 850	LEA Name (Legal Name of Agency): Trousdale County School District
<u>LEA Legal Making Address</u>	
<u>Street</u> Address 103 Lock Six Road	
City <u>Hartsville</u> State <u>Tennessee</u> Zip <u>37074</u>	

Consolidated Project begins July 1, 2021 and ends June 30, 2022.

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

June 17, 2021

Board Meeting Date

Ch. A. Satterfield

Director of Schools (Signature)

Clint A. Satterfield

Director of Schools (Print Name)

6/17/2021

Date Signed

John Kerr

Board of Education Official (Signature)

John Kerr

Board of Education Official (Print Name)

6/17/2021

Date Signed

Trousdale County Schools
FY22 Federal Projects Budgets

Subfund 011: Consolidated Administration

	Revenues	Expenditures
47141 Title I Grants to LEAs	\$50,000.00	
47189 Eisenhower Professional Dev Grants	\$9,280.00	
47590 Other Federal Through State	\$250.00	
72210 Regular Instruction Program		
105 Supervisor		\$49,409.00
201 Social Security		\$3,064.00
204 State Retirement		\$5,090.00
212 Employer Medicare		\$717.00
499 Other Supplies and Materials		\$250.00
524 Inservice/Staff Development		\$500.00
790 Other Equipment		\$500.00
	<u>\$59,530.00</u>	<u>\$59,530.00</u>

Subfund 102: Title IA

47141 Title I Grants to LEAs	\$224,421.00	
71100 Regular Instruction Program		
116 Teachers		\$6,000.00
163 Educational Assistants		\$97,818.00
198 Non-Certified Substitute Teachers		\$2,500.00
201 Social Security		\$8,120.00
204 State Retirement		\$8,050.00
207 Medical Insurance		\$18,000.00
212 Employer Medicare		\$1,915.00
429 Instructional Supplies		\$14,038.00
499 Other Supplies and Materials		\$1,000.00
722 Regular Instruction Equipment		\$63,480.00
72210 Regular Instruction Program		
599 Other Charges		\$3,500.00
	<u>\$224,421.00</u>	<u>\$224,421.00</u>

Subfund 202: Title IIA

47189 Eisenhower Professional Development State Grants	\$51,680.97	
72210 Support Services - Regular Instruction		
499 Other Supplies and Materials		\$5,000.00
524 Inservice/Staff Development		\$41,680.97
599 Other Charges		\$5,000.00
	<u>\$51,680.97</u>	<u>\$51,680.97</u>

Subfund 440: Title IV

47590 Other Federal Through State	\$8,200.00	
71100 Regular Instruction Program		
429 Regular Instruction Equipment		\$5,000.00
72210 Support Services - Regular Instruction		
499 Other Supplies and Materials		\$3,200.00
	<u>\$8,200.00</u>	<u>\$8,200.00</u>

Subfund 802: Carl Perkins

47131 Vocational Education Grants	\$21,057.43	
71300 Vocational Education Program		
429 Instructional Supplies		\$5,356.43
730 Vocational Instruction Equipment		\$9,593.30
72130 Other Student Support		
189PD Other Salaries & Wages (PD)		\$600.00
201 Social Security		\$37.20
204 State Retirement		\$61.80
212 Employer Medicate		\$8.70
355C Travel		\$4,100.00
524PD Inservice/Staff Development		\$300.00
72230 Vocational Education Program		
524 Inservice/Staff Development		\$1,000.00
	<u>\$21,057.43</u>	<u>\$21,057.43</u>

Subfund 902: IDEA

47143 Special Education Grants to States	\$305,012.00	
71200 Special Education Program		
116 Teachers		\$104,441.00
163 Educational Assistants		\$82,525.00
189 Other Salaries and Wages		\$9,697.94
201 Social Security		\$11,720.00
204 State Retirement		\$14,405.00
207 Medical Insurance		\$36,312.00
212 Employer Medicare		\$2,740.00
429 Instructional Supplies		\$3,000.00
499 Other Supplies and Materials		\$1,500.00
725 Special Education Equipment		\$6,292.82
72220 Special Education Program		
105 Supervisor		\$14,420.00
201 Social Security		\$895.00
204 State Retirement		\$1,486.00
212 Employer Medicare		\$210.00
355 Travel		\$100.00
499 Other Supplies and Materials		\$9,000.00
524 Inservice/Staff Development		\$4,767.24
72710 Transportation		
433 Lubricants		\$250.00
450 Tires and Tubes		\$750.00
453 Vehicle Parts		\$500.00
	<u>\$305,012.00</u>	<u>\$305,012.00</u>

Subfund 912: IDEA Pre-School

47145 Special Education Preschool Grants	\$10,170.00	
71200 Special Education Program		
429 Instructional Supplies		\$5,170.00
725 Special Education Equipment		\$5,000.00
	<u>\$10,170.00</u>	<u>\$10,170.00</u>

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 06/17/21
		Rescinds: 1.8011	Issued: 04/16/20

1 *General*

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

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

7 If school is dismissed early due to snow or inclement weather, all scheduled activities in which students
8 are involved will be postponed or cancelled.

9 If the school district is closed due snow or inclement weather, scheduled activities in which students are
10 involved for the day may be permitted by the Director of Schools upon request by the Principal.

11 **EMPLOYEE RESPONSIBILITIES**

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

Legal References

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

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 06/17/21
		Rescinds: 3.205	Issued: 11/12/07

1 *General*¹

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

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

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

16 **LAW ENFORCEMENT SERVICES**¹

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

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

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

3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall include, but not be limited to, the following:
 - a. Representing and carrying out the policies of the law enforcement agency assigning the SROs;
 - b. Supervising the SROs in the performance of their duties;
 - c. Consulting with the Director of Schools regarding the best use of the available resources for school policing; and
 - d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Director of Schools to suspend the active participation of any SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.

CYBERSECURITY⁴

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

Legal References

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

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 06/17/21
		Rescinds:	Issued:

1 **SELECTION OF ARCHITECT¹**

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

4 **SELECTION OF ENGINEER¹**

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

7 **SITE SELECTION**

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

11 **BUILDING ACCESSIBILITY³**

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

Legal References

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

Trousdale County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Access to Private Facilities	Descriptor Code: 3.220	Issued Date: 06/17/21
		Rescinds:	Issued:

- 1 Students, employees, or teachers may request reasonable accommodations if they desire greater
- 2 privacy when using multi-occupancy restrooms or changing facilities located in the school building or
- 3 when using multi-occupancy sleeping quarters while attending a school-sponsored activity.¹
- 4 Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's
- 5 decision shall be in accordance with state law.¹
- 6 The Director of Schools shall develop an administrative procedure on access to private facilities.

Legal References

1. Public Acts of 2021, Chapter No. 452

Trousdale County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">Instructional Standards</h2>	Descriptor Code: 4.101	Issued Date: 06/17/21
		Rescinds:	Issued:

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.¹ The Director of Schools shall develop administrative procedures to
 4 implement this policy.

5 **STATE STANDARDS²**

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
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
 11 identified as Common Core textbooks or instructional materials.

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

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

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

Legal References

1. Public Acts of 2021, Chapter No. 205; Public Acts of 2021, Chapter No. 281; Public Acts of 2021, Chapter No. 471; Public Acts of 2021, Chapter No. 493
2. TCA 49-1-302(a)(8); TCA 49-1-314

Cross References

Controversial Issues 4.800
 Controversial Materials 4.801

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 06/17/21
		Rescinds: 4.204	Issued: 11/16/11

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
 11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
 12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
 13 for those students attending a traditional summer school program.³

14 Attendance to summer school remediation programs provided by the school are required when
 15 assigned by the principal of the school. The principal shall consider the type of transportation available
 16 to the student and if lack of such transportation would constitute an unnecessary hardship upon the
 17 student.

18 **SUMMER PROGRAMMING²**

19 The Director of Schools shall present a recommended summer programming plan to the Board each
 20 year, no later than Regular March Meeting, outlining the following:

- 21 1. Courses offered;
- 22
- 23 2. Transportation;
- 24
- 25 3. Class size ratios;
- 26
- 27 4. Budget, including staff compensation;
- 28
- 29 5. School nutrition needs;
- 30
- 31 6. Staffing;
- 32

7. Enrollment criteria; and

8. Any additional necessary information.

ATTENDANCE REQUIREMENTS²

Priority students, as defined by state law, shall be provided first opportunity to enroll in summer programming before non-priority students.

Beginning in the 2022-23 school year, any 3rd grade student scoring at “approaching” or “below” grade level on the ELA TCAP whose parent/guardian selects summer programming shall be in attendance 90% of the time to be considered for promotion to the next grade.

The Director of Schools shall be responsible for developing administrative procedures regarding the attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Trousdale County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date: 06/17/21
		Rescinds: 4.205	Issued: 07/16/20

1 *General*

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

4 To enroll in these courses, students shall meet minimum GPA and TCAP proficiency standards where
5 applicable including additional standards:

6 1. Dual Enrollment:

7 a. University of Tennessee at Martin – Students must be a junior or senior to enroll, have a
8 cumulative 3.0 unweighted GPA, meet minimum PreACT scores of Composite 18, OR
9 English 18, OR Reading 19, counselor and legal parent/guardian approval.

- 10 • Introduction to Agriculture Business
- 11 • Introduction to Agriculture Sales

12
13 b. TCAT-Hartsville – Students must be a junior or senior to enroll in TCAT dual
14 enrollment courses and maintain a B average to keep student dual enrollment grant.

- 15 • Administrative Office Technology
- 16 • Automotive Technology
- 17 • Business Management
- 18 • Computer Information Technology
- 19 • Human Anatomy & Physiology
- 20 • Industrial Maintenance
- 21 • Machine Tool Technology
- 22 • Mechatronics I
- 23 • Mechatronics II
- 24 • Nursing Services
- 25 • Office Management
- 26 • Practical Nursing
- 27 • Welding/Pipefitting Technology

28
29 c. Volunteer State Community College – Students must have a minimum 3.6 high school
30 GPA OR 3.0 – 3.5 GPA with ACT component scores of English 18, Reading 19, and
31 Math 19 OR Accuplacer results of 250 for both the English/Writing and Reading tests
32 without qualifying ACT composite scores. Students must maintain a 2.75 GPA once
33 enrolled in the course.
34

- Psychology 1030
- Sociology 1010
- English 1010
- English 1020

2. Industry Certification-Aligned Courses:

a. Nursing Education – Certified Nurse Assistant

- Prerequisite Courses: Health Science, Medical Therapeutics, Anatomy & Physiology
- PreACT: Composite 16

b. Mechatronics – Siemens Level 1 Certified Mechatronic System Assistant

- Prerequisite Courses: Principals of Manufacturing & Digital Electronics
- PreACT: Composite 18 OR Math 16 OR Science 15

c. Agriculture –

- OSHA 10 General Industry
- Briggs & Stratton Basic Small Engine Certification

d. Business Education – Microsoft Office Specialist

- Prerequisite Course: Computer Applications

The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.

NOTIFICATION¹

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

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

COLLEGE LEVEL COURSES²

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

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

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

Trousdale County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213 Rescinds:	Issued Date: 06/17/21 Issued:
---	--	---	--

1 *General*

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

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

7 **FAMILY LIFE INSTRUCTION**

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

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

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

4 **TRAINING ON INSTRUCTION**

- 5 Personnel providing family life instruction shall receive training prior to presenting such instruction.
- 6 Personnel shall conduct such instruction with maturity and discretion.

Legal References

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

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 06/17/21
		Rescinds: 4.301	Issued: 07/20/17

1 General

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

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
13 are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall
14 accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board,
15 provided the team's school reimburses the Board for mileage.

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

19 Middle school athletes shall not practice, workout, nor train with or in the proximity of high school
20 athletes at any time during the instructional school year calendar.

21 No sports competition shall be scheduled on Sundays, except for games required by TSSAA.

22 INSURANCE & PHYSICAL EXAMINATIONS

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

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

31 SCHEDULING CONFLICTS

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

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

8 **SEVERE WEATHER⁴**

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

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

16 **PROHIBITION AGAINST HAZING**

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

Legal References

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

Cross References

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

Trousdale County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 06/17/21
		Rescinds: 4.605	Issued: 07/18/19

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4 1. Achieve the specified twenty-eight (28) units of credit;
- 5
- 6 2. Take the required end-of-course exams;
- 7
- 8 3. Have satisfactory records of attendance and conduct;
- 9
- 10 4. Take the ACT prior to graduation;² and
- 11
- 12 5. Pass a United States civics test;³ and
- 13
- 14 6. Take the Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test
- 15 (AFQT).

16 **SPECIAL EDUCATION STUDENTS⁴**

17 Special education students who earn the prescribed twenty-eight (28) credit minimum shall be awarded
18 a regular high school diploma.

19 Students who have received the below diplomas shall continue to make progress towards a regular high
20 school diploma until the end of the school year in which they turn twenty-two (22) years old.

21 *Special Education Diploma*

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

- 24 1. Completed four (4) years of high school;
- 25
- 26 2. Made satisfactory progress on their IEP; and
- 27
- 28 3. Maintained satisfactory records of attendance and conduct.

1 *Occupational Diploma*

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

- 4 1. Completed at least four (4) years of high school;
- 5
- 6 2. Made satisfactory progress on their IEP;
- 7
- 8 3. Maintained satisfactory records of attendance and conduct;
- 9
- 10 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
11 (SKEMA); and
- 12
- 13 5. Has two (2) years of paid or non-paid work experience.

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

16 *Alternate Academic Diploma*

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

- 19 1. Completed at least four (4) years of high school;
- 20
- 21 2. Participated in the high school alternate assessment;
- 22
- 23 3. Earned the prescribed twenty-two (22) credit minimum;
- 24
- 25 4. Made satisfactory progress on their IEP;
- 26
- 27 5. Maintained satisfactory records of attendance and conduct; and
- 28
- 29 6. Completed a transition assessment that measures postsecondary education and training,
30 employment, independent living, and community involvement.

31 **STUDENT LOAD**

32 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
33 of eight (8) units of credit for graduation per year. Students with hardships and gifted students may
34 appeal this requirement to the Director of Schools and then to the Board.⁶

35 **EARLY GRADUATION⁷**

36 High school students shall be permitted to complete an early graduation program. Students intending to
37 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
38 soon thereafter as the intent is known.

- 1 In order to graduate early, students shall meet the following requirements:
- 2 1. Earn the required seventeen (17) credits;
 - 3
 - 4 2. Achieve a proficiency benchmark score for each required end-of-course exam;
 - 5
 - 6 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
 - 7
 - 8 4. Meet the minimum ACT benchmark score (21);
 - 9
 - 10 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
 - 11
 - 12 6. Complete at least two (2) types of the following courses:
 - 13
 - 14 a. Dual enrollment; or
 - 15 b. Dual credit.
- 16 The Director of Schools shall develop administrative procedures to ensure that the early graduation
17 program is conducted in accordance with state law.

Legal References

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

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Trousdale County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 06/17/21
		Rescinds: 4.700	Issued: 07/18/19

1 *General*

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

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

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

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

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

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

5 25% for grades 3-12. The percentage shall factor into the students' second semester grade.

6 The methodology for weighing of TNReady shall convert raw scores to a 100-point grading scale by
7 anchoring grades based on the comparative distribution to state averages with students exceeding state
8 averages earning higher grades and those below state averages earning lower grades.

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

11 Student scores on district-wide nine-week benchmark assessments in grades 3-12 shall constitute 25%
12 of a student's nine week's grade for all TCAP and EOC assessed classes during the school year.

13 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

14 Interest inventories shall be made available to 7th grade students. These will include assessments such as
15 the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

16 Career aptitude assessments shall be administered to 8th grade students in order to inform the student's
17 high school plan of study. Upon receiving the results from these assessments, the school shall provide
18 students with information on any available career and technical education opportunities in which the
19 student is eligible to participate in.

20 **TESTING INFORMATION AND PARENTAL CONSENT**

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

24 Results of all group tests shall be recorded on students' permanent records and shall be made available
25 to appropriate personnel in accordance with established board policies.⁷

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

29 1. The name of the test;

30

31 2. The purpose and use of the test;

32

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

Legal References

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

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 06/17/21
		Rescinds: 5.106	Issued: 08/16/18

1 APPLICATION

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

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

11 All employment candidates shall be required to submit to a pre-employment drug screen at the post-
12 offer/onboarding phase. Any costs incurred to perform these criminal history background checks,
13 fingerprinting, and drug screens shall be paid by the applicant and reimbursed by the Board if the
14 position is accepted.⁴

15 The Board shall payroll deduct the costs of all criminal history background checks, finger printing, and
16 initial drug screens of all employees that work less than ninety (90) days with the Board after accepting
17 employment with the Board.

18 The Board assigns to the Director of Schools the duty to conduct thorough background checks and to
19 advise all applicants that all hiring decisions are contingent upon satisfactory background check
20 results.

21 *Professional Employees*

22 The application shall include a transcript of credits earned at the colleges or universities attended along
23 with references from persons such as previous employers, college professors, and supervisors of
24 student teachers. Other information shall include whether such applicant has been dismissed for cause
25 from a school district.⁵ If previously employed by a local board of education, the applicant shall
26 provide evidence of acceptable resignation.

27 No person shall be employed:

- 28 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
29 of Education;⁶

2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.¹⁰
8. Who does not receive a satisfactory drug screen.

Support Employees

No person shall be employed:

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

Volunteer Assistant Coaches

Annual requests for volunteer assistant coaches shall:

1. Submit an annual employment application with the Director of Schools.
2. Submit verifications of online Coaches Education Courses through NFHSLearn.com 1) Fundamentals of Coaching and 2) First Aid, Health, and Safety to the Director of Schools
3. Receive an annual satisfactory background check; and
4. Receive an annual satisfactory substance screen.

All annual background and substance screens and Coaches Education Courses shall be paid by the requesting sport.

1 EMPLOYMENT

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

4 *Initial Employment for Professional Employees*

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

Legal References

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

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Trousdale County Board of Education			
Monitoring: Review: Annually in January	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: 06/17/21
		Rescinds: 5.117	Issued: 09/21/17

1 *General*

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

4 **TENURE ELIGIBILITY²**

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

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

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

24 **ACQUISITION OF TENURE STATUS**

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

27 The following additional guidelines shall apply:

- 28 1. The Director of Schools will recommend teachers eligible for tenure at a board meeting in ample
29 time to send notice of non-renewal to each teacher not recommended for tenure within five (5)
30 business days following the last instructional day for the school year.⁵
31

2. The decision to grant tenure is solely within the discretion of the Board.⁶ Only those teachers who receive a majority vote of the membership of the Board will be granted tenure.⁷

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

TEACHER RETURNING TO EMPLOYMENT

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

TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT⁹

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

If a nontenured teacher with fewer than five (5) years of service transfers from another school district, such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when service in both school districts is counted.

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

TEACHER RETURNING TO PROBATIONARY STATUS¹⁰

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

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher shall be dismissed if tenure is denied by the Board.⁴

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

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 06/17/21
		Rescinds: 5.200	Issued: 07/18/19

1 SUSPENSION PENDING AN INVESTIGATION¹

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^{2,3}

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 DAYS⁴

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.⁵

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

- 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.⁷

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.⁸

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.

12 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without
13 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of
14 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available
15 to substitute teach.⁹

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

- 19 1. The Director of Schools of the employing district shall certify in writing that no other qualified
20 individuals are available to fill the position;
- 21 2. The Commissioner of Education shall certify that the employing school district serves an area
22 that lacks qualified teachers to serve in the position to be filled;
- 23 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 24 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
25 receive medical insurance coverage; and
- 26 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
27 Board for teachers with no experience filling similar positions or more than eighty-five percent
28 (85%) of the rate of compensation set by the Board for teachers with comparable training and
29 years of experience filling similar positions.

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 06/17/21
		Rescinds: 5.201	Issued: 07/18/19

1 **SUSPENSION PENDING AN INVESTIGATION¹**

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 LESS²**

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 DAYS²**

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

3. Examine all witnesses; and

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 the Board a copy of the same.

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

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

1. Sustain the decision;

2. Send the record back if additional evidence is necessary; or

3. Revise the penalty or reverse the decision.

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

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 or overnight carrier, or by email within five (5) business days following the last instructional day for the school year.³

RESIGNATION

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

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

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

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

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

RETIREMENT

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

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

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

The Director of Schools may employ teachers retired for at least one (1) year for full-time employment as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:⁹

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

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

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409; Public Acts of 2021, Chapter No. 378
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
8. TCA 8-36-805
9. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trousdale County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 06/17/21
		Rescinds: 5.802	Issued: 06/21/18

1 **QUALIFICATIONS**

- 2 1. A professional educator's license
- 3
- 4 2. A master's degree in education with a preference for a doctorate degree
- 5
- 6 3. Three (3) years of successful experience in school administration
- 7
- 8 4. Such other qualifications as the Board deems desirable

9 **REPORTS TO:** The Board of Education

10 **SUPERVISES:** All administrative and supervisory personnel in the district

11 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational

12 programs and services

13 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall

14 extend to all activities of the district, to all phases of the educational program, to all aspects of the

15 financial operation, to all facility management, and to the conduct of such other duties as may be assigned

16 by the Board. The Director of Schools may delegate these duties together with appropriate authority but

17 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

- 20 1. Provides leadership in identification of priorities and assures that all activities reflect those
- 21 board-established priorities.
- 22 2. Prepares and recommends short and long-range plans for board approval and implements those
- 23 plans when approved.
- 24 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
- 25 requiring board action, including all facts, information, options, and reports needed to assure
- 26 informed decisions. Provides advice and counsel to the Board on matters before it.
- 27 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
- 28 of the proceedings of all meetings of the Board and of its official acts.

5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems. Recommends policies or courses of staff action.
6. Develops administrative procedures to implement board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education laws of the State of Tennessee and the rules and regulations of the State Board of Education.¹

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the school funds, and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Personnel Administration

1. Establishes lines of authority which shall be approved by the Board and shown on the district organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.

6. Communicates directly, or through delegation, all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.
7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

10 *Instructional Leadership*

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school district are adequately reflected in its educational program and operations.

25 *Community/Public Relations*

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school district and its interests in community organizations, activities, and projects.

TERMS OF EMPLOYMENT: Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
Public Acts of 2021, Chapter No. 211

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: 6.200 Rescinds: 6.200	Issued Date: 06/17/21 Issued: 01/21/21
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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:¹

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

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

19 Absences shall be classified as either excused or unexcused as determined by the principal. Students are
 20 allowed five (5) parental verifications per school year that may serve as excused absences. Excused
 21 absences shall include:⁴

- 22 1. Personal illness/injury;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29

5. Religious observances;⁵

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:⁶

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.⁷

Three (3) unexcused tardies and/or early dismissals shall equal one (1) day unexcused absence.

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 shall implement tier one of the progressive truancy plan described below prior to referral to juvenile court.

*Progressive Truancy Plan*⁸

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

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

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

9 Tier II

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

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

25 Tier III

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

- 28 1. The intervention shall include a reconvening of the student's attendance hearing.
- 29 2. Tier III interventions shall consist of one (1) or more of the following to improve attendance
30 and behavior:
 - 31 a. School-based community service;
 - 32 b. After school course work including Saturday School to make-up assignments in order to
33 improve grades;
 - 34 c. After school work on Power Fridays to make-up assignments in order to improve
35 grades;
 - 36 d. Course work on designated professional development days to make-up assignments in
37 order to improve grades.
 - 38 e. Suspension from extracurricular activities until the principal determines that attendance
39 becomes satisfactory.

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

3 **MAKE-UP WORK**

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

7 **STATE-MANDATED ASSESSMENT**

- 8 Students who are absent the day of the scheduled State Assessment must present a signed doctor's
- 9 excuse or shall have been given an excused release by the principal prior to testing to receive an
- 10 excused absence. Students who have excused absences will be allowed to take a make-up State
- 11 Assessment in grades 3-12 within the assessment window. Excused students will receive an incomplete
- 12 in the course until they have taken the EOC exam.

- 13 Students who have an unexcused absence shall receive a ZERO on the State Assessment, which shall
- 14 be averaged into their final grade.

15 **CREDIT/PROMOTION DENIAL**

- 16 Credit/promotion denial determinations may include student attendance; however, student attendance
- 17 may not be the sole criterion.⁹ If attendance is a factor prior to credit/promotion denial, the following
- 18 shall occur:

- 19 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
- 20 credit/promotion denial due to excessive absenteeism; and
- 21
- 22 2. Procedures in due process are available to the student when credit or promotion is denied.

23 **DRIVER'S LICENSE REVOCATION²**

- 24 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
- 25 semester or fails to maintain satisfactory academic progress shall be ineligible to retain a driver's permit
- 26 or license.

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

30 **ATTENDANCE HEARING¹⁰**

- 31 Students with excessive (more than five (5) unexcused absences or those in danger of credit/promotion
- 32 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
- 33 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
- 34 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
- 35 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an

- 1 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
2 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
3 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
4 of any action taken regarding the excessive unexcused absences. The notification shall advise
5 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
6 Schools/designee.
- 7 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 8 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
9 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
10 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
11 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
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; Public Acts of 2021, Chapter No. 223
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(7)

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

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 06/17/21
		Rescinds: 6.202	Issued: 09/27/18

1 *General*

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

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

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year of
8 the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location
10 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the
11 parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 are required by state law;³
- 16 6. Possess a high school diploma, GED, or HiSET;⁴
- 17 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
18 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 19 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 20 9. Submit proof to the Director of Schools that the home school student has been vaccinated as required
21 by state law;⁵
- 22 10. Submit proof to the Director of Schools that other health services and examinations as required by
23 state law have been received by the home school student; and
- 24 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
25 employ a tutor having the same qualifications as required of parent-teacher.

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

4 **FACILITIES USE**

5 School facilities shall be available for home school instruction only when all of the following conditions
6 exist:

- 7 1. Special needs courses are being taught which require services unavailable to the home school
8 student;
- 9 2. These services cannot be provided through any means other than the schools;
- 10 3. Requests for services are made known by the home school parent when notice is given to the
11 Director of Schools of the intent to conduct a home school;
- 12 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 13 5. No overcrowding, additional expenses, including providing transportation, or other special
14 situations which interfere with the normal operation of the school district shall be incurred; and
- 15 6. Approval by the Board shall be on a case-by-case basis.

16 **RECORD ACCEESS**

17 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the
18 home school inspected at least two (2) times each school year in order to provide assistance in
19 implementing the compulsory attendance law.

20 **STUDENT PERFORMANCE⁶**

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

Legal References

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

Cross References

Compulsory Attendance Ages 6.201

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 06/17/21
		Rescinds: 6.319	Issued: 07/16/20

1 *General¹*

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

13 **ASSIGNMENT**

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

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

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

- 25 1. A zero tolerance offense;⁴ or
- 26
- 27 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
28 students at the school, if the location of the alternative school or program is on the same grounds
29 as the school from which the student was disciplined.⁵

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

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

4 Placement in an alternative education setting shall be reserved for students who significantly disrupt
 5 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
 6 suspected of having a disability, all state and federal laws and rules and regulations related to special
 7 education shall be followed. The Director of Schools/designee shall develop procedures regarding
 8 placement of students in the program, taking into consideration the impact of exclusionary discipline
 9 practices.⁷

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

12 **REMOVAL⁸**

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

- 14 1. He/she violates the rules of the alternative school or program; or
- 15
- 16 2. He/she is not benefitting from the assignment and all interventions have been exhausted
- 17 unsuccessfully.

18 **ADDITIONAL OFFENSES⁹**

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

22 **TRANSITION PLAN¹⁰**

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

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

CrossReferences

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: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 06/17/21
		Rescinds: 6.402	Issued: 11/19/20

1 **PHYSICAL EXAMINATIONS¹**

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

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

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

9 Screening tests as required by the Tennessee Department of Education and the Department of Health
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
11 a condition that might interfere with the student's progress. The school district will not conduct physical
12 examinations of a student without parental consent or by court order, unless the immediate health or
13 safety of the student or others is in question.³

14 **IMMUNIZATIONS**

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

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

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
- 23
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁶

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



Trousdale County Schools Request for School Trip

Attachment Y

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☐ TCHS ☒ Other: BAND
(Please specify)

Transportation Requested: ☒ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: DuBOSE CONFERENCE CENTER

Address: 635 COLLEGE ST, MONTEAGLE, TN 37356

Date(s) of Event: JULY 18-23, 2021

Approximate Mileage: 216 (round trip) Student Fee: \$250.00

Group Attending: MARCHING BAND Approximate #: 45

Teacher(s) in Charge: JOINES, PAXTON, TROUTT

Departure Time: 2:00 JULY 18 Return Time: 3:00 JULY 23

How will students benefit from this trip? THEY WILL LEARN THE FALL COMPETITIVE
MARCHING BAND SHOW.

Lunch details: 3 MEALS PER DAY PROVIDED

Parents or Chaperones: NO PARENTS, SOME APPROVED STAFF

Non-participating students or classes will N/A

For Central Office Use Only

Principal's Signature

Chris Hunter

Date

6/18/21

Director's Signature

David C. Hunter

Date

6-18-21

Transportation Director's Signature

Date

Assigned Bus Driver(s): Steve Patton