

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

Thursday, August 20, 2020

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:56 PM.

Anthony Crook: Present

Denice Jackson: Present

John Kerr: Present

Mary Helen McGowan: Present

Regina Waller: Present

### **1. AGENDA:**

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

**1.B. Invocation** – Dr. Clint Satterfield, Director of Schools

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

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

**1.E. Approval of the Agenda for August 20, 2020**

Approval of the Agenda for August 20, 2020, passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

### **2. CONSENT AGENDA:**

**2.A. Approval of Consent Agenda for August 20, 2020**

Approval of the Consent Agenda for August 20, 2020, passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

**2.B. Approval of Minutes from July 16, 2020**

**2.C. Approval of Executive Decision - Emergency Purchase of Online Library Platform – Attachment A**

**2.D. Approve TSBA Policy Revision - 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation – Attachment B**

**2.E. Approve New TSBA Policy Recommendation - 6.305 Student Concerns – Attachment C**

**2.F. Approve Policy Revision - 6.313 Discipline Procedures – Attachment D**

**2.G. Approve Policy Revision - 6.316 Suspension – Attachment E**

**2.H. Approve Middle School Cheerleader Fundraiser – Attachment F**

**2.I. Approve High School Yearbook Contract – Attachment G**

**3. SCHOOL DISTRICT HIGHLIGHTS:**

**4. PRINCIPALS' REPORTS:**

**4.A. Trousdale County Elementary School** - Ms. Badru stated that the social distancing created by the hybrid schedule had gone well. She stated that the school conducts student and faculty temperature screens every morning. She also stated that the small class size has helped a lot as teachers are not currently experiencing any student discipline issues. She said that she is constantly working to minimize student transitions and ensuring social distancing throughout the school. Ms. Badru stated that the biggest challenge is trying to teach students to use Google Classroom without their own personal Chromebook. Chromebooks for grades 3-5 have not been delivered to date. She stated that learn from home days are challenging as homes need to establish a learning mentor and develop routine schedules. Ms. Badru said that the virtual school is making progress as student and families are beginning to understand the technology demands which has led a lot of families back to in person schooling. Ms. Badru highlighted the school's optional K-5 Wednesday which is provided to provide an extra day of childcare for working families. She stated that the school presently has 270-300 students on Wednesdays where students are provided enrichment opportunities including 4-H in grades 3-5 in addition to reading and math practice. Ms. Badru stated that the school is still working on getting back into a growth mindset from where they were out of school so long in the spring.

**4.B. Jim Satterfield Middle School** - Mr. McCall stated that social distancing is working well due to the smaller class size created by the alternating/hybrid schedule. He stated that he had worked to reduce student contacts during class exchanges and during lunch time. He also stated that present teacher challenges are attributed to balancing in person, at home and virtual school learning simultaneously. Mr. McCall stated that a lot of thought continues to be given to transportation of students and to athletics where we are following TSSAA guidelines such as temperature checks, social distancing, and wearing of protective masks. He stated that we are being strategic in order to stay in school. Mr. McCall said that we continue to be challenged by learning technology especially in the learn from home days but that we are learning and improving every week. He stated that it has been a great 14 days. Mr. Kerr asked

if teachers were beginning to feel less overwhelmed? Mr. McCall stated that he thought it was getting better as we get kids back into school and becoming accustomed to the new procedures and technology demands. Mr. Crook asked how students are handling the wearing of protective masks. Mr. McCall said they are doing a great job.

**4.C. Trousdale County High School** - Dr. Satterfield read Ms. Dickerson's report as she was supervising a volleyball game. Dr. Satterfield reported that social distancing is working well. Student classroom transitions only take three minutes. Students are spread out during morning bus duty, and lunch is provided in individual classrooms to ensure social distancing. Students are doing an excellent job adhering to the mask requirements, and all students wear a protective mask upon entering the building each day. Chromebooks are working well. If one breaks down, students bring it to the office where they are provided another while Andy repairs theirs. Attendance is good on learn from school days. Learn from home days has been a challenge, but teachers are constantly calling and emailing parents if students are not submitting assignments. Some virtual school students have returned back to in person learning as experienced in the other schools. The school is providing an additional instructional day for students with disabilities on Wednesdays which has been successful and well attended. The middle school is using the high school gym to provide more space for social distancing. Ms. Dickerson stated that tickets are sold at the gate and that she did not anticipate any overcrowding issues. Ms. Dickerson concluded her report by outlining the school's plan for adhering to TSSAA guidance for hosting football games. Stadium seating capacity has been limited to 900 to accommodate social distancing, temperature screenings are conducted at the gate, and all spectators must wear a mask upon entry. Dr. Satterfield stated that the district games would be livestream videoed, and would be accessible on the school district website for those spectators that are unable to attend the football games.

#### **4.D. Student School Board Representative - Absent**

**5. COVID-19 HEALTH REPORT** – Kathy Atwood, Health Coordinator, provided the Board the monthly COVID report and thanked the Board for hiring a nurse at Trousdale County High. She stated that the position has allowed nurses at all three schools to complete daily symptom and temperature screens. She noted that very few students are trying to take advantage of the screening system to get out of school. Ms. Atwood noted that overall our schools are healthier at this time of the year than they normally are due to the new COVID health protocols, noting that it is now favorably looked upon to stay home from school when employees think they may be sick. Ms. Atwood provided the Board with most recent Tennessee Department of Health COVID-19 County Data Snapshot along with the Decision Making Algorithm used by nurses to determine when to isolate or quarantine staff and students. Ms. Atwood stated that the number of student COVID cases for ages 5-18 in Trousdale had decreased over the last 14 days, most likely due to the fact that these children have been in school and that Trousdale was doing better than most Tennessee counties.

### **6. DIRECTORS' REPORT:**

#### **6.A. Employment Notifications**

Harper, Jill	Elementary Librarian
Harris, Kelsey	4th grade Teacher (Virtual School)
Loerch, Melissa	Special Education Supervisor
Stricker, Cecelia	Assistant Principal, High School

West, BJ                      Special Education Teacher, 6th grade

*Other:*

Cothron, Davy              Head High School Baseball, Assistant HS/MS  
West, BJ                      Basketball  
Middle School Assistant Football Coach

*Resignations*

Howard, Brian              SpEd Education Director/Psychologist  
VanWrinkle, Lindsey      Guidance Counselor

**6.B. Academic and Goal Updates** - Dr. Satterfield notified the Board that the district had been approved for both class size average and duty free lunch waiver by the State Board of Education due to the COVID crisis. He updated the Board about truancy and how it effects students that have enrolled in virtual school. He noted that many families have not meet the virtual school requirements of Internet service, a home computer, and a printer which has made virtual school impossible for some families for which they are beginning to return to in person schooling. Dr. Satterfield said that he will be taking out truancy charges for virtual school students if they do not start participation. He emphasized that learning takes place both at school and at home and that learning from home must be improved going forward. Dr. Satterfield stated that the K-5 Wednesday is full and cannot take any more students. He stated that the program is good but will need more faculty if services are expanded. He noted that the special education option is working well and that many families are taking advantage of the opportunity. Dr. Satterfield concluded by updating the Board about the upcoming virtual library where students can check out books online and download the books onto their Chromebooks and teachers can assign novel sets to students. This year, students will only use the virtual library to help reduce the spread of COVID by not exchanging books. The system will also work well in the event of a school closure.

**6.C. Project Updates** – Dr. Satterfield provided the Board with a PowerPoint presentation to provide a visual of social distancing classrooms and disinfecting equipment used by the schools. He included pictures of the current roof being renovated at the middle school.

**7. NEW BUSINESS:**

**7.A. District-wide Maintenance Worker**

Dr. Satterfield requested the creation of a maintenance worker position to help keep up with the mowing of campuses, changing of air filters, and other general maintenance that will allow school janitors to concentrate more on school cleaning and disinfecting during the present COVID pandemic.

Motion to create a 12-month maintenance worker position for an hourly wage of \$12.00 per hour passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook:              Yea  
Denice Jackson:              Yea  
John Kerr:                      Yea



Mary Helen McGowan: Yea  
Regina Waller: Yea

#### **7.B. 2020-21 Strategic Compensation Plan**

Due to the present uncertainty associated with district, school and teacher assessment and accountability, staff illnesses and school closures due to the COVID situation, Dr. Satterfield recommended that school district suspend/pause all aspects of its 2020-21 Strategic Compensation Plan except the hard to staff stipends, teacher leader stipends, and instructional coaching stipends until the COVID and assessment situation becomes more certain.

Motion to suspend the 2020-21 Strategic Compensation Plan (except hard to staff stipends, teacher leader stipends, and instructional coaching stipends) passed with a motion by Denise Jackson and a second by Mary Helen McGowan.

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

#### **7.C. Spring Coaching Supplements**

Dr. Satterfield noted that presently he had not included spring coaching supplements into teacher salaries due to the uncertainty of COVID school closures as the district experienced in the spring. Mr. Kerr stated that he would like to see the supplements included into the salaries regardless of what might happen with COVID school closures.

Motion to include 2020-21 coaching supplements in the present teacher salaries passed with a motion by John Kerr and a second by Denise Jackson.

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

#### **9. ACCOUNT ANALYSIS:**

#### **10. VENDOR CHECKS:**

#### **11. EXPENDITURES & ENCUMBRANCES:**

## 12. ADJOURN:

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

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

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Chairperson

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Director of Schools

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Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

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**2. CONSENT AGENDA:**

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Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

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Anthony Crook: Yea

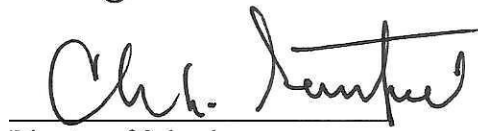
Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

  
Chairperson

  
Director of Schools

# RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

Attachment - A  
**Quote**  
# 2379201

## Trousdale County Board Of Education - 81095

103 Lock Six Rd

Hartsville, TN 37074-2019

Contact: Clint Satterfield - (615) 374-2193

Email: [clintsatterfield@tcschools.org](mailto:clintsatterfield@tcschools.org)

Reference ID: 485440

Created: 08/07/2020

### Quote Summary

School Count: 3

Renaissance Products & Services Total	\$23,067.00
Applied Discounts	\$(6,947.22)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$16,119.78</b>

### This quote includes: Renaissance myON Reader.

By signing below, you

- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf> which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the applicable Application Privacy Policy located at <https://www.renaissance.com/privacy-policy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.



If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

If changes are necessary, or additional information is required, please contact your account executive Nicole Nelson at (866)559-7791, Thank You.

Quote Number 2379201

To accept this offer and place an order, please sign this Quote.

Renaissance Learning, Inc.	Trousdale County Board Of Education
	By:  <small>Clint Satterfield (Aug 10, 2020 14:57 CDT)</small>
Name: Ted Wolf	Name: Clint Satterfield
Title: VP - Corporate Controller	Title: Director of Schools
Date: August 10, 2020	Date: August 10, 2020
	Invoice Date: 8/11/2020

**Mail:** PO Box 8036, Wisconsin Rapids, WI 54495-8036

**Fax:** (877)280-7642

**Email:** [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

**Phone:** (877)444-3172

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date listed above. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote.

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# Trousdale County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>08/20/20</b>
		Rescinds: <b>6.304</b>	Issued: <b>06/16/16</b>

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.<sup>3</sup>

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

## **DEFINITIONS<sup>4</sup>**

“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>5</sup>

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.<sup>6</sup>

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.<sup>7</sup> The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.<sup>8</sup>

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the

investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.<sup>7</sup> Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>9</sup> a written report on the investigation will be delivered to all involved parties and the Director of Schools.

## **RESPONSE AND PREVENTION<sup>10</sup>**

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator, Linda Carey, (615) 374-2193, lindacarey@tcschools.org.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

## **REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.<sup>11</sup>

By July 1st of each year, the Director of Schools shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the state department of education by August 1st.<sup>12</sup>

## **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.<sup>13</sup>

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.<sup>14</sup>

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Student Concerns</b>	Descriptor Code: <b>6.305</b>	Issued Date: <b>08/20/20</b>
		Rescinds: <b>6.305</b>	Issued: <b>05/12/09</b>

- 1 Decisions made by school personnel, such as aides, teachers, or assistant principals, that are not Title IX
- 2 or sexual harassment related for which students believe are unfair or in violation of pertinent policies of
- 3 the Board or individual school rules may be appealed to the school principal/designee. To appeal,
- 4 students shall contact the principal's office in their school and provide their name, the issue, and the
- 5 reason for their appeal on a printed form available at the school office within two (2) days. The appeal
- 6 shall be decided promptly, preferably within five (5) school days. To the extent possible, confidentiality
- 7 of the concern and the appeal will be maintained.
  
- 8 However, if the principal does not make a decision within five (5) school days, students or
- 9 parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the
- 10 central office. The information provided should include the student's name, the school, and a description
- 11 of the problem.
  
- 12 An investigation and decision shall be made within two (2) school days and communicated to the school
- 13 principal and student by telephone. A written copy of the decision also shall be sent to the student and
- 14 the principal.

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#### Cross References

Appeals To & Appearances Before the Board 1.404  
 Instructional Program 4.100  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>08/20/20</b>
		Rescinds: <b>6.313</b>	Issued: <b>1207/16/20</b>

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

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

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

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

## **MISBEHAVIORS: Level I**

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

*Examples (not an exclusive listing):*

- Classroom disturbances



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

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options:*

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

### **MISBEHAVIORS: Level II**

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

*Examples (not an exclusive listing):*

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of foul or abusive language
- Disrespect to teacher/staff
- Insubordination (not following the directive of a teacher or other school employee)
- Computer hacking or tampering
- Participation in a school disruption
- Gambling (pitching pennies, dice, or other games of chance)
- Leaving school grounds without permission
- Dress code violation
- Wearing, while on the grounds of the school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>4</sup>
- Using forged notes or excuses
- Disruptive classroom behavior
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Refusal to accept Level I/II disciplinary options

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options:*

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

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

### **MISBEHAVIORS: Level III**

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

*Examples (not an exclusive listing):*

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

*Disciplinary Procedures:*

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

*Disciplinary Options:*

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

**MISBEHAVIORS: Level IV**

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

*Examples (not an exclusive listing):*

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

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

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options*

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

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

#### **ADDITIONAL GUIDELINES:**

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



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Suspension</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/20/20</b>
		Rescinds: <b>6.316</b>	Issued: <b>07/16/20</b>

1 **REASONS FOR SUSPENSION/EXPULSION:**

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

6 Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

- 7 1. Willful and persistent violation of the rules of the school;
- 8 2. Immoral or disreputable conduct, including vulgar or profane language;
- 9 3. Violence or threatened violence against the person of any personnel attending or assigned to any  
10 school;
- 11 4. Willful or malicious damage to real or personal property of the school or the property of any  
12 person attending or assigned to the school;
- 13 5. Inciting, advising, or counseling of others to engage in any of the action that would justify  
14 suspension;
- 15 6. Marking, defacing, or destroying school property;
- 16 7. Possession of a pistol, gun, or firearm on school property;<sup>2</sup>
- 17 8. Possession of a knife or other weapons, as defined in state law, on school property;<sup>3</sup>
- 18 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,  
19 obscene, or threatening language;
- 20 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;<sup>4</sup>
- 21 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 22 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly  
23 explosive or destructive device including chemical weapons on school property or at a school-  
24 sponsored event;

13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;

14. Off-campus criminal behavior resulting in felony charges;

15. When behavior poses a danger to persons or property or disrupts the educational process; or

16. Any other conduct prejudicial to good order or discipline in any school.

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

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

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

1. Student's suspension;

2. Cause for the suspension; and

3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal.

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

#### **AFTER-SCHOOL DETENTION:**

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

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

#### **SUSPENSIONS LONGER THAN FIVE DAYS<sup>7</sup>**

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

## 1 SUSPENSIONS LONGER THAN TEN DAYS<sup>8</sup>

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

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

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### Legal References

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

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### Cross References

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



# Trousdale County Schools

## Request for Fundraising Activity

Attachment - F

School: ☐TCES ☒JSMS ☐TCHSStudent Group/Activity: Net Amount Expected/Goal: 

Specific Purpose of the Fundraiser:

The purpose of this fundraiser, is to help offset the cost of cheer attire for each individual girl.

Specific Use of the Funds Acquired:

Funds will be used to cover the cost of spirit wear and warm ups.

Describe how students will be involved in the fundraising activity:

The cheerleaders will sell candy bars outside of school. No candy will be sold on school grounds during school hours.

  
Sponsor's Signature

8/11/20  
Date

  
Principal's Signature

8-11-20  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

Board Approved: \_\_\_\_\_

# Jostens® Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Attachment - G

Customer Name	TROUSDALE COUNTY HIGH SCHOOL	Customer Phone	(615)374-2201
Customer Address	262 MCMURRAY BLVD W, HARTSVILLE, TN 37074-1413		
Contact Name	Clint Satterfield	Contact Phone	(615)374-2201
Contact Role	Director of Schools	Email	clintsatterfield@tcschools.org

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified below (the "Term"). The parties agree as follows:

- Jostens and the Customer will work together to establish all yearbook specifications (including things such as size, copies and pages), completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions found at:  
<https://jostens.secure.force.com/terms?Lid=YBKUS>
- After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.
- The Term of this Agreement is for the following years: 2021 through 2021

## Additional Notes/Specifications Agreed Upon:

This agreement to work together allows Jostens to set up online access. Specs can be changed up until 6/1 and a balanced budget is guaranteed by Ben Wade.

This Agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions.

X Clint A. Satterfield  
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE  
Clint A. Satterfield 8/21/20  
PRINTED NAME DATE

X \_\_\_\_\_  
SIGNATURE OF 2<sup>ND</sup> CUSTOMER AUTHORIZED REPRESENTATIVE (IF REQUIRED)  
\_\_\_\_\_  
PRINTED NAME DATE

X BENJAMIN WADE  
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE  
BENJAMIN WADE Aug 14, 2020  
PRINTED NAME DATE  
REP # 5198 JOB # 41191