

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

Thursday, November 19, 2020

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:26 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, Chairperson

**1.B. Invocation** – Mr. John Kerr, Chairperson

**1.C. Pledge of Allegiance** – Mr. Jason Sullivan, Board Member

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

April Huntsman

Janet Boles

Ethan Boles

Alyssa Amos

Kayla Ring

Dave Arple

**1.E. Approval of the Agenda for November 19, 2020**

Approval of the Agenda for November 19, 2020, passed with a motion by Anthony Crook and a second by Jason Sullivan.

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 November 19, 2020**

Approval of the Consent Agenda for November 19, 2020, 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.B. Approval of Minutes from October 15, 2020**

**2.C. Approve Executive Decision - 1.809 COVID-19 Safeguards for Staff and Students - Attachment - A**

**2.D. Approve Budget Amendment 141-73300 Community Services**

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

<b>DEBIT EXPENDITURES</b>	73300	Community Services		
	524 LEAPS	In-Service/Professional Development		25.00
<b>GRAND TOTALS</b>				<b>\$25.00</b>

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

<b>CREDIT EXPENDITURES</b>	73300	Community Services		
	201	Social Security		25.00
<b>GRAND TOTALS</b>				<b>\$25.00</b>

**2.E. Approve Budget Amendment 142-72130 Other Student Support**

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

<b>DEBIT EXPENDITURES</b>	72120	Health Services		
	348	Postal Charges		3,105.00
<b>GRAND TOTALS</b>				<b>\$3,105.00</b>

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

<b>CREDIT EXPENDITURES</b>	72130	Other Student Services		
	348	Postal Charges		3,105.00
<b>GRAND TOTALS</b>				<b>\$3,105.00</b>

**2.F. Approve Budget Amendment 142-71200 Special Education Program**

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

		<b>Subfund 902: IDEA, Part B</b>		
<b>DEBIT EXPENDITURES</b>	71200	Special Education Program		
	207	Medical Insurance		6,000.00
	725	Special Education Equipment		616.18
<b>GRAND TOTALS</b>				<b>\$6,616.18</b>

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

<b>CREDIT EXPENDITURES</b>	71200	Special Education Program		
	189	Other Salaries & Wages		6,616.18
<b>GRAND TOTALS</b>				<b>\$6,616.18</b>

**2.G. Approve Budget Amendment 142-72210 Regular Instruction Services**

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

		<b>Subfund 202: Title II</b>		
<b>DEBIT EXPENDITURES</b>	72210	Regular Instruction Support Services		
	524	In-service/Professional Development		7,000.00
<b>GRAND TOTALS</b>				<b>\$7,000.00</b>

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

<b>CREDIT EXPENDITURES</b>	72210	Regular Instruction Support Services		
	790	Other Equipment		7,000.00
<b>GRAND TOTALS</b>				<b>\$7,000.00</b>

**2.H. 2019-20 (FY20) Strategic Compensation Bonus Payments** approved for November 24, 2020

**2.I. Annual Review School Board Policies - 4.201 Class Size Ratios** – Attachment B

**2.J. Annual Review of Board Policies - 5.202 Separation Practices for Non-Certified - Employees** - Attachment C

**2.K. Annual Review of Board Policies - 5.302 Sick Leave – Attachment D**

**2.L. Annual Review of Board Policies - 5.303 Personnel & Professional Leave – Attachment E**

**2.M. Annual Review of Board Policies - 5.304 Long-term Leaves of Absence for Professional Personnel – Attachment F**

**2.N. Annual Review of Board Policies - 6.200 Attendance - Attachment G**

**2.O. Annual Review of Board Policies - 6.300 Code of Behavior & Discipline**

**2.P. Annual Review of Board Policies - 6.303 Interrogations & Searches - Attachment I**

**2.Q. Annual Review of Board Policies - 6.402 Physical Examinations & Immunizations – Attachment J**

**2.R. Annual Review of Board Policies - 6.411 Student Wellness – Attachment K**

**2.S. Annual Review of Board Policies - 6.500 Special Education Students – Attachment L**

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

#### **4. PRINCIPALS' REPORT:**

**4.A. Trousdale County Elementary School** - Ms. Badru noted that the school is experiencing successes with the present hybrid plan while the school continues to utilize the district's high-quality curriculum and materials. She noted that growth with the virtual school component is improving, noting that the teachers are utilizing their trainings to increase student engagement in a virtual setting. She stated that she is amazed with the teachers' progress at increasing student engagement; however, there are challenges with students not submitting assignments on learn from home days. Ms. Badru noted that the school is not experiencing any issue with student protective mask wearing. She said that students are doing a fantastic job with the masks.

Ms. Badru explained the elementary school's school closure plan. She stated that the elementary school actually has two closure plans; a Pre-K/grade 3 plan, and a grade 4/grade 5 plan with both moving to 5-day virtual instruction should the school have to close. For Pre-K/grade 3, videos will be posted for foundational skills, read-alouds and math on the teacher's webpage along with all other instructional materials. For grades 4 and 5, students and teachers will utilize Google Classroom as for grades 6-12. She said all 4<sup>th</sup> and 5<sup>th</sup> grade students have Chromebooks and cases and are already taking their Chromebooks home each day from school. Ms. Badru stated that the school is focusing on supporting students in having an active role in their own education such as playing and pausing videos and notetaking skills. Ms. Badru concluded by highlighting the roles and duties of school nurses during the COVID pandemic. She stated that she could not do her job without the school nurse.

**4.B. Jim Satterfield Middle School** – absent due to the middle school basketball game.

**4.C. Trousdale County High School** - Ms. Dickerson provided a report about the hybrid schedule stating that the Monday/Thursday and Tuesday/Friday days are working well with only about 10-12 student absences per day. She stated that the greatest challenges are the learn



from home days and that the school had implemented additional supports to help 504 plan and SpEd students for which most students are taking advantages of the opportunities on Wednesdays. Ms. Dickerson said that the highest performing students are still the highest performing students under the COVID hybrid plan; however, there is a group of students that are difficult to reach and that the school has begun to target interventions and supports for these students. She noted that the school is focusing on increasing student engagement using Google Meet, breakout rooms, and EdPuzzle to motivate students.

Ms. Dickerson reported that the school's closure plan had been submitted to Dr. Satterfield in which the school had put a lot of thought and planning into the process. She stated that the high school's plan continues with the traditional A/B block schedule if the school is closed for 10 days or more and the closure plan is posted on the school district website for parents. Ms. Dickerson noted that school continues regardless of a closure and that it will not be as it was in the spring. She concluded saying that she presently had only two staff absences this week.

**4.D. Student School Board Representative** - Student Representative Cooper Helson informed the Board about upcoming student events that include the football play-off game at Watertown, the first basketball game, the mock ACT and free ACT Retake on December 12 and that seniors are presently in the process of completing FAFSA applications that are due on February 1, 2021.

## **5. COVID-19 HEALTH COORDINATOR REPORT:**

Ms. Kathy Atwood, School Health Coordinator, provided the Board with sample water bottles that were given to every student in order to help prevent the spread of the COVID virus by water fountains. She reported that Trousdale County Elementary School had recently received the Healthiest School in America designation for the second consecutive year. Trousdale County Elementary is only one of 16 schools in Tennessee receiving the award in 2020. Ms. Atwood stated that the 90 minutes of physical education per week was a key determination in receiving the award.

Ms. Atwood provided the Board with a summative COVID report noting staff and students that have been sent home, quarantined, tested positive, tested negative, and have not returned to school to date. She provided the Board with the most recent White House Task Force report noting that Trousdale County was the only orange zone county with a positive rate between 8.0 – 10.0% surrounded by red zone counties with a positive rate above 10.0%. Ms. Atwood concluded by providing the Board with the most recent COVID-19 Data Snapshot dated November 19, 2020, which indicates 4.9 new cases over the last 14 days. The number is less than cases in Macon 17.4, Smith, 17.3, Sumner 72.0, and Wilson 50.8. She also compared the report with previous monthly reports. Ms. Atwood stated that the school's health protocols and nurses' proactive approach has been successful in keeping our schools open.

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

**6.A. Employment Notifications** - none

**6.B. Academic and Goal Updates** - Dr. Satterfield explained how the LEAPS AfterSchool Academy had been redesigned to address learning loss and additional student supports for students in grades K-5 in the content areas of reading and math. Dr. Satterfield informed the

Board about a new post-secondary study that he is beginning that is focused on the effect of dual enrollment and post-secondary successes. He stated that his plan is to gather student college attendance and success data through the National Student Clearing House along with student survey and alumni interviews to study how to best ensure that students graduate and complete post-secondary opportunities to help meet Tennessee's Drive to 55 initiative.

Dr. Satterfield highlighted the district's work on improving remote learning experiences for students as the district has provided teacher training by NIET which supports teachers through the use of a remote learning companion evaluation rubric. The goal of the companion rubric is to increase student engagement experiences especially on the learn from home days and with virtual school settings. Dr. Satterfield informed the Board about the district's initiative to provide seniors with a free second ACT opportunity as the high school will become an ACT testing center for the first time on December 12. He noted that over 40 students have registered for the free ACT opportunity. He commended the work of the high school as 100% of the seniors have completed their Tennessee Promise application while 40 of 84 students have completed their FAFSA applications that are due February 1, 2021.

Dr. Satterfield concluded by stating that 72% of our families picked up the free P-EBT cards between November 9-13. He stated that 773 cards were disseminated by the food service department with only 217 cards returned. He noted that in an effort to lessen athletic event attendance during the COVID pandemic, the district has contracted to provide all home football and basketball games on the NFHS Network. For \$10 per month, participants can watch all Trousdale County games.

Dr. Satterfield updated the Board about each schools' School Closure Plan that is posted on the district website. He reminded parents to take time to become familiar with their student's respective school plan in case of a school closure. He noted that all schools will move from the hybrid plan to 5-days of remote instruction, grades 4-12 will use Google Classroom and Chromebook while PreK-3 will utilize teacher webpages and analog paper-pencil options. He reminded parents that WiFi is available in the parking lots of each school and lunches will be provided to students as in the spring closure.

**6.C. Project Updates** - Dr. Satterfield stated that the fresh air units at the middle school will be relocated Wednesday through Friday. 7<sup>th</sup> and 8<sup>th</sup> grade students will learn from home while the 7<sup>th</sup> and 8<sup>th</sup> grade wings are closed. The 6<sup>th</sup> grade will still be able to continue in-person learning as their wing is unaffected by the unit relocation.

## **7. NEW BUSINESS:**

### **7.A. Elementary School 5-day Traditional Trial Period**

Speakers provided their perspectives on reopening schools and the scheduled 5-day traditional reopening trial period for the elementary school scheduled to begin on Monday, November 30.

Motion to rescind the elementary school 5-day trial period originally scheduled for November 30 through December 18 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

### **7.B. Policy 1.809 COVID-19 Safeguards for Staff and Students – Attachment M**

Dr. Satterfield explained that sometimes schools may be closed due to staffing limitations and not due to student infections, therefore, making extracurricular activities possible without health risks to students. Dr. Satterfield recommended adding language to the policy that would allow extracurricular events to take place when school closures are not due student illness.

Motion to add “*due to student infections*” to line 23 of policy 1.809 COVID-19 Safeguard for Staff and Students, passed with a motion by Jason Sullivan and a second by Regina Waller.

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 Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea



Chairperson



Director of Schools

# Trousdale County Board of Education

Monitoring:  Review: Annually, in September	Descriptor Term:  <b>COVID-19 Safeguards for Staff and Students</b>	Descriptor Code: <b>1.809</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>1.809</b>	Issued: <b>07/16/20</b>

## 1 PROTECTIVE FACE COVERINGS

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

## 6 STAFF REPORTING

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

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

## 14 STUDENT REPORTING

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

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

## 22 EXTRACURRICULAR ACTIVITIES

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

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

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

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non- Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>5.202</b>	Issued: <b>11/11/10</b>

1    **SUSPENSION**

2    The Director of Schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup>

3    Under no circumstances shall a Director of Schools suspend an employee with pay. If reinstated, the  
4    employee shall be paid full salary for the period of suspension unless suspension without pay is deemed  
5    to be an appropriate penalty.

6    **DISMISSAL**

7    All non-certified employees are employed at the will of the Director of Schools. The Director of Schools  
8    may dismiss any non-certified employee during the year for any lawful reason.

9    **RESIGNATION**

10   Support personnel shall give the immediate supervisor written notice of resignation ten (10) working  
11   days in advance of the effective date of voluntary termination. The ten (10) working days may be waived  
12   by the Director of Schools for justifiable reason.

13   The immediate supervisor shall forward copies the day received to the Director of Schools' office. The  
14   payroll office will prepare final payment for the next appropriate scheduled pay day.

15   **RETIREMENT**

16   Retirement shall mean a termination of services under conditions which will allow the employee to draw  
17   benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits  
18   may elect to retire at any age according to the provisions of the retirement system.

19   Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
20   responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee  
21   Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
22   employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one  
23   hundred twenty (120) days per year without loss of retirement benefits.<sup>2</sup>

<b>Trenton County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Class Size Ratios</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>4.201</b>	Issued: <b>10/14/99</b>

- 1 *General*<sup>1</sup>
- 2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
- 3 exceed the maximum allowed by state law.
- 4 **WAIVERS**
- 5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
- 6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
- 7 class sizes do not exceed the maximum.
- 8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
- 9 may grant a waiver from the maximum class sizes.
- 10 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

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#### Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

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#### Cross References

Graduation Requirements 4.605  
 Waivers of Statute, Rules, and Regulations 4.607  
 Religious Content of Courses 4.804  
 Student Goals 6.100  
 Student Concerns 6.305



# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick/Personal Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>5.302</b>	Issued: <b>09/22/16</b>

## 1 *Professional Personnel*

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed  
3 during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness  
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,  
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-  
7 in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup> Physicals and check-ups are allowable uses of sick  
8 leave.

9 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
10 by the superintendent and shall promptly be given to the immediate supervisor in support of all claims  
11 for sick leave pay. A falsified statement shall be grounds for dismissal.

12 A certificate from the physician on forms furnished by the Board may be required in support of any  
13 claim for sick leave pay.<sup>1</sup>

14 The principal shall notify the superintendent's office at once if an employee is sick beyond the limit of  
15 his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or  
16 permit and must be paid according to the state salary scale.

17 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
18 superintendent's office.

19 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
20 school system, provided that the superintendent of the system in which the accumulated leave was held  
21 provides notarized verification.<sup>3</sup>

## 22 *Non-Certified*

23 Each employee will be allowed one-half (1/2) day sick leave per month, beginning July 1 and ending  
24 June 30. Sick leave will include absences because of illness of employee, leave of absence because of  
25 quarantine, or illness or death in the immediate family of the employee including the employee's spouse,  
26 grandparents, children, grandchildren, brothers, sisters, daughter-in-law or son-in-law.

- 1 The immediate supervisor shall require a physician's certificate after three (3) days of absences stating  
2 the reason for being absent.
- 3 At the termination of the employment of any employee, all unused sick and personal leave accumulated  
4 by the employee shall be terminated.
- 5 Each employee shall earn one (1) personal day at the rate of one day for each half-year employed for a  
6 total of two (2) days per year. Unused personal leave days shall be compensated by June 30.<sup>3</sup>
- 7 Each employee will be allowed to carry forward unused sick leave, not exceeding a total of twenty-four  
8 (24) accumulative days. All accumulated sick leave beyond twenty-four (24) days shall be terminated as  
9 of June 30 each year.
- 10 Employees hired prior to June 15, 2009 shall be allowed accumulative sick leave beyond twenty-four  
11 (24), such accumulative sick leave shall not exceed the amounts established by June 15, 2009. Any  
12 accumulated sick leave beyond the June 15, 2009 established amounts shall be terminated as of June 30  
13 each year.
- 14 Educational assistants, bus drivers and food service personnel are not allowed to accumulate sick leave  
15 beyond June 30. Educational assistants, bus drivers and food service personnel will be compensated for  
16 sick leave by June 30.
- 17 Upon termination of employment of any employee, all unused sick, personal and vacation leave  
18 accumulated by the employee shall be terminated without compensation.

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Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-1-2-.04(2)
3. TCA 49-5-710(a)(5)

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Cross References

Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>5.303</b>	Issued: <b>09/12/96</b>

1 Professional employees shall earn personal and professional leave at the rate of one (1) day for each half-  
 2 year employed for a total of two (2) days per year. Any personal and professional leave remaining unused  
 3 at the end of a year shall be credited to sick leave.<sup>1</sup>

4 If, at the termination of services, any employee has been absent for more days than leave has been earned,  
 5 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary  
 6 payment.<sup>2</sup>

## 7 PERSONAL LEAVE

8 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 9 1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in  
 10 writing of intent to take leave;
- 11 2. The approval of the principal of the school shall be required:<sup>3</sup>
  - 12 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
 13 same day;
  - 14 b. If requested during any prior established student examination period;
  - 15 c. If requested on the day immediately preceding or following a holiday or vacation period;
  - 16 d. If personal leave is requested for days scheduled for professional development or in-  
 17 service training, according to a school calendar adopted by the Board prior to the  
 18 commencement of the school year; or
  - 19 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
 20 according to a school calendar adopted by the Board prior to the commencement of the  
 21 school year.

## 22 PROFESSIONAL LEAVE

23 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
 24 meetings relating to school business or serving on boards and commissions which meet during daytime  
 25 hours when appointed by a mayor, city council, county executive, or county commission.<sup>4</sup>

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>5.304</b>	Issued: <b>07/21/05</b>

1 Any person holding a position requiring a license to teach shall be granted leave for military service,  
2 legislative service, maternity, adoption, recuperation of health, educational improvements or other  
3 sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits.<sup>1</sup> All  
4 leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director  
5 of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of  
6 a certified statement by a physician. The application for leave forms shall require:

- 7 1. A description of the type of leave requested;
- 8 2. The requested dates for beginning and ending the leave; and
- 9 3. A statement of intent to return to the position from which leave is granted.<sup>1</sup>

10 Each request for leave must be acted upon by the Director of Schools within fifteen (15) days. Each  
11 applicant shall be notified in writing of the action of the director and the beginning and ending dates of  
12 the leave which is granted.<sup>2</sup> All leaves, except military leave, shall be from a specific date to a specific  
13 date. However, any leave may be extended by the director of schools upon written request from the  
14 teacher. Military leave shall be granted for whatever period may be required. The procedure and  
15 condition for extending a leave are the same as those used when originally requesting and granting the  
16 leave.

17 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim  
18 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim  
19 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed  
20 in the same or a comparable position upon return.<sup>3</sup>

21 Part-time leaves may be granted by the director of schools upon written request for the same conditions  
22 as for full-time leave.

23 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return  
24 if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such  
25 notice shall be considered breach of contract.<sup>4</sup>

## 26 **PAY AND BENEFITS**

27 All leave granted in conformance with this policy shall be without pay except as may be covered by  
28 sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to  
29 continue participation, at their own expense, in group insurance plans subject to restrictions of the  
30 insuring carrier.

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>6.200</b>	Issued: <b>09/27/18</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
 2 each day school is in session. The Director of Schools shall develop appropriate administrative  
 3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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

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

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

- 20 1. Personal illness/injury;
- 21 2. Illness of immediate family member;
- 22 3. Death in the family;
- 23 4. Extreme weather conditions;
- 24 5. Religious observances;<sup>5</sup>
- 25 6. College visits;
- 26 7. Pregnancy;

- 1 8. Summons, subpoena, or court order;
- 2
- 3 9. Circumstances which in the judgment of the principal create emergencies over which the
- 4 student has no control; or
- 5
- 6 10. School endorsed activities.

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

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12 3. All student absences are verified;
- 13 4. Written excuses are submitted for absences and tardiness; and
- 14 5. System-wide procedures for accounting and reporting are followed.

## 15 TRUANCY

### 16 *General*

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

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

26 Students who are absent three (3) days without adequate excuse shall be reported to the director of  
27 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
28 absence. If a parent/guardian does not provide documentation within adequate time excusing those  
29 absence, or requests an attendance hearing, the Director of Schools/designee shall implement the  
30 progressive truancy intervention plan described below prior to referral to juvenile court.

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

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

35 Students with **three (3) unexcused absences** shall be subject to the progressive truancy intervention  
36 framework outlined below.



**1 Tier I**

- 2 1. An attendance hearing that shall be held with the student and the student's parent or guardian.
- 3 2. An attendance contract that shall be developed and signed by the student, the student's parent
- 4 or guardian, school principal, and the attendance supervisor. The contract shall include all of
- 5 the following:
- 6 a. Specific description of the school's attendance expectations for the student;
- 7 b. The period for which the contact is effective.
- 8 c. Penalties for additional absences and alleged school offences, including additional
- 9 disciplinary action and potential referral to juvenile court, and
- 10 d. Regularly scheduled follow-up meetings to discuss the student's progress.

**11 Tier II**

12 Tier II interventions must be implemented upon a student's accumulation of additional unexcused  
13 absences in violation of the attendance contract required under Tier I.

- 14 1. An individual assessment by the school guidance counselor, school nurse, or principal of the
- 15 school into the reasons the student continues to be absent from school.
- 16
- 17 2. The student maybe referred to counseling, school-based services, or other in-school or out-of-
- 18 school services aimed at addressing the student's attendance problems.
- 19
- 20 3. The intervention shall include a reconvening of the student's attendance hearing.

**21 Tier III**

22 Tier III interventions shall be implemented when Tier II truancy interventions are unsuccessful.

- 23 1. The intervention shall include a reconvening of the student's attendance hearing.
- 24
- 25 2. Tier III interventions shall consist of one (1) or more of the following to improve attendance and
- 26 behavior:
- 27 a. School-based community service;
- 28 b. After school course work to make-up assignments in order to improve grades;
- 29 c. After school course work on Power Fridays to make-up assignments in order to improve
- 30 grades.
- 31 d. Course work on designated professional development days to make-up assignments in
- 32 order to improve grades.
- 33 e. Such referrals may include participation by the student's parent or guardian.

34 In-school or out-of-school suspension shall not be used as part of progressive truancy interventions for  
35 unexcused absences from school.

36 Each referral to juvenile court shall include a statement from the attendance supervisor that the school  
37 has applied progressive truancy interventions that have failed to meaningfully address the student's  
38 school attendance problem.

**39 MAKE-UP WORK**



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

#### 4 **STATE-MANDATED ASSESSMENT**

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

10 Students who have an unexcused absence shall receive a failing grade of Zero on the State Assessment,  
11 which shall be averaged into their final grade.

#### 12 **CREDIT/PROMOTION DENIAL**

13 Credit/promotion denial determinations may include student attendance, however, student attendance  
14 may not be the sole criterion.<sup>9</sup> If attendance is a factor, prior to credit/promotion denial, the following  
15 shall occur:

- 16 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
17 denial due to excessive absenteeism.
- 18 2. Procedures in due process are available to the student when credit or promotion is denied.  
19

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

21 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
22 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

23 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
24 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

#### 25 **ATTENDANCE HEARING<sup>10</sup>**

26 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
27 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
28 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
29 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
30 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
31 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
32 Upon notification of the attendance committee decision, the principal shall send written notification to  
33 the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding  
34 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to  
35 appeal such action within two (2) school days to the director of schools/designee.

36 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

- 1 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 2 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
- 3 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
- 4 The action of the board shall be final.
- 5 The director of schools/designee shall ensure that this policy is posted in each school building and
- 6 disseminated to all students, parents, teachers, and administrative staff.

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#### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(2)

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#### Cross References

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

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>6.303</b>	Issued: <b>12/10/08</b>

## 1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a  
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under  
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering  
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including  
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the  
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

## 9 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her  
11 school, the police may interrogate a student suspect in school during school hours. The principal shall  
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.  
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the  
14 principal/designee shall be present during the interrogation.<sup>1</sup>

## 15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated  
17 crimes committed outside of school hours, the police department should first contact the principal  
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The  
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless  
20 circumstances require otherwise. The interrogation may proceed without attendance of the  
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

## 22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secure learning environment, the Director of Schools shall develop  
24 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent  
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with  
26 all of the provisions of the School Security Act of 1981.<sup>1,2</sup>

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>6.402</b>	Issued: <b>06/11/09</b>

## 1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

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

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

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 their student's progress.

12 The school district will not conduct physical examinations of a student without parental consent or by  
13 court order, unless the health or safety of the student or others is in question.<sup>4</sup>

## 14 **IMMUNIZATIONS**

15 No students entering school, including those entering kindergarten or first grade, those from out-of-state,  
16 and those from nonpublic schools, will be permitted to enroll without proof of immunization as  
17 determined by the Commissioner of Public Health.<sup>2,5</sup> It is the responsibility of the parent(s)/guardian(s)  
18 to have their children immunized and to provide such proof to the principal of the school which the  
19 student is to attend.<sup>5</sup>

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

- 22 1. His/her religious tenets and practices, in the absence of an epidemic or immediate threat thereof;<sup>6</sup>
- 23 or
- 24
- 25 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
- 26 him/her from such immunization.<sup>7</sup>

27 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

28 A list of transfer students shall be kept at each school in order that their records may be monitored by  
29 the Department of Health.

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>6.411</b>	Issued: <b>03/16/17</b>

1 The board recognizes the value of proper nutrition, physical activity, and other health conscious  
2 practices and the impact that such practices have on student academic achievement, health, and well-  
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
4 followed by all schools in the District.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
7 existing wellness related programs and services in schools and the surrounding community based on  
8 State law and State Board of Education CSH standards and guidelines. The district's Coordinated  
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of  
10 Education CSH standards and guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>**

12 A district school health advisory council shall be established to serve as a resource to school sites for  
13 implementing policies and programs and develop an active working relationship with the county health  
14 council. The council shall consist of individuals representing the school and community, including  
15 parents, students, teachers, school administrators, health professionals, school food service  
16 representatives, and members of the public. The primary responsibilities of the council include but are  
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations
- 19 as to physical activity and nutrition policies;
- 20 2. Ensuring all schools within the district create and implement an action plan related to all
- 21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 4. Ensuring that school level results include measures of progress on each indicator of the School
- 24 Health Index.

25 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
26 as guidance by the Council to make recommendations. The board will consider recommendations of  
27 the Council in making policy changes or revisions.

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents  
29 and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during the school year to  
30 assess needs and oversee planning and implementation of school health efforts. The director of schools  
31 will ensure compliance with the school Wellness Policy, to include an assessment of the  
32 implementation of the Wellness Policy and the progress made in attaining the policy goals. The  
33 assessment will be made available to the public.



## 1     **COMMITMENT TO NUTRITION**

2     All schools within the District shall participate in the USDA child nutrition programs, which may  
3     include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
4     Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

5     Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
6     time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
7     encouraged. All food including vending machines, fundraising items, and concessions must meet  
8     guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> The  
9     school principal shall be responsible for overseeing the school district's compliance with the State  
10    Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

## 11    **DISTRICT GOALS**

12    The district will promote healthy nutrition through various activities, including nutrition related  
13    newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
14    dining areas, and informational booths at various community functions. Nutrition Education will be  
15    offered as part of a standards based program designed to provide students with the knowledge and  
16    skills needed to promote and protect their health as outlined in the State Board of Education  
17    Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers  
18    from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with  
19    a healthy breakfast.

## 20    **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

21    The board recognizes that physical activity is extremely important to the overall health of a child.  
22    Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
23    of the school program.

24    Physical Education classes shall be offered as part of a standards based program designed to provide  
25    developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
26    physical education classes shall comply with the State Board of Education's Physical Education  
27    Standards. In addition to the district's physical education program, non-structured physical activity  
28    periods shall be offered as required by law.<sup>7</sup>

29    Schools shall continue to offer after school sports and activities. Physical activity shall not be  
30    employed as a form of discipline or punishment.

## 31    **COMMITMENT TO CURRICULUM<sup>3</sup>**

32    All applicable courses of study should be based on State-approved curriculum standards.

## 33    **SCHOOL HEALTH INDEX<sup>3</sup>**

34    All schools within the district shall annually administer a baseline assessment on each of the  
35    recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
36    Council and reported to the State Department of Education.

## 1 RECORD KEEPING COMPLAINE

- 2 The district's Coordinated School Health Coordinator shall ensure that records demonstrating  
3 compliance with community involvement requirements are maintained. The Coordinated School  
4 Health Coordinator shall additionally document that the school wellness policy and triennial  
5 assessments are made available to the public.<sup>8</sup>

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### Legal References

1. TCA 49-1-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

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### Cross References

Student Suicide Prevention 6.415



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Special Education Students</b>	Descriptor Code: <b>6.500</b>	Issued Date: <b>11/19/20</b>
		Rescinds: <b>6.500</b>	Issued: <b>11/11/10</b>

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the  
 2 benefit of a free appropriate public education. These students shall be educated with the general student  
 3 population to the maximum extent appropriate and should be placed in separate or special classes only  
 4 when the severity of the disability is such that education in regular classes, even with the use of  
 5 supplementary aids and services, cannot be accomplished satisfactorily.<sup>1</sup>

6 Eligibility standards and options of service for special education services shall be based upon the criteria  
 7 specified in state regulations.<sup>2</sup>

8 Students receiving special education services shall not be restrained except as permitted by state law and  
 9 regulations.<sup>3,4</sup> The Director of Schools shall develop administrative procedures to govern the following:

- 10 1. Personnel authorized to use isolation and restraint;
- 11
- 12 2. Training requirements for personnel working with special education students; and
- 13
- 14 3. Incident reporting procedures.<sup>4</sup>

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#### Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

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#### Cross References

Special Education 4.202  
 Compulsory Attendance Ages 6.201  
 Alternative Education 6.319