

Regular Meeting of the Trousdale County Board of Education

Thursday, July 18, 2019

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:01 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, Chairperson

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

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

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

1.E. Approval of the Agenda for July 18, 2019

Motion to approve the July 18, 2019, Agenda, passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for July 18, 2019

Motion to approve the July 18, 2019 Consent Agenda, 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 June 20, 2019

- 2.C. Approval TSBA Policy Revision 1.406 Minutes – Attachment A**
- 2.D. Approval of TSBA Policy Revision 1.804 Alcohol and Drugs in the Workplace – Attachment B**
- 2.E. Approval of TSBA Policy Revision 2.403 Surplus Property Sales – Attachment C**
- 2.F. Approve TSBA Policy Revision 3.203 Emergency Preparedness Plan - – Attachment D**
- 2.G. Approve Policy Revision 3.206 Community Use of Facilities – Attachment E**
- 2.H. Approve TSBA Policy Revision 4.603 Promotion and Retention – Attachment F**
- 2.I. Approve TSBA Policy Revision 4.605 Graduation Requirements - – Attachment G**
- 2.J. Approve TSBA Policy Revision 4.700 Testing Programs – Attachment H**
- 2.K. Approve TSBA Policy Revision 5.200 Separation Practices for Tenured Teachers - – Attachment I**
- 2.L. Approve TSBA Policy Revision 5.202 Separation Practices for Non-Tenured Teachers – Attachment J**
- 2.M. Approve TSBA Policy Revision 5.305 Family and Medical Leave – Attachment K**
- 2.N. Approve TSBA Policy Revision 6.308 Bus Safety and Conduct – Attachment L**
- 2.O. Approve New TSBA Policy Revision 6.506 Students from Military Families – Attachment M**

3. SCHOOL DISTRICT HIGHLIGHTS: - none

4. PRINCIPALS' REPORT:

4.A. Trousdale County Elementary School – Ms. Badru updated the Board about the summer professional developments in ELA, Math, and Science that have taken place this summer including the teacher-led redeliveries. She noted that the professional developments have been outstanding. Ms. Badru stated that she had done a lot of work, especially with new teachers, about the TIGER process and the TEAM rubric as well as spent a lot of time orientating and providing time for teachers to work with and become accustomed to their curriculum and materials. She reported that the R2BR Summer Camp, held at the middle school, was a huge success and very beneficial to the 43 students that qualified to participate. Ms. Badu concluded by providing construction updates at the school. She stated that when completed, the school will look like a new building.

4.B. Jim Satterfield Middle School – Mr. McCall discussed the middle school's within district professional development, which he felt had been very successful noting that the formative assessment held by MTSU was quite helpful for our teachers. Mr. McCall reported that the state's most recent teacher evaluation training was really good because it focused on instructional coaching, something that our district has been doing for years. Mr. McCall stated that the interrater reliability focused around consistency was most helpful. Mr. McCall concluded by updating the Board about the physical plant work that was taking place to prepare the building for the upcoming school year. He noted that leaks have become ever more prevalent where leaks are now beginning to appear in the 6th grade wing where he had never experienced prior leaks.

4.C. Trousdale County High School – Ms. Dickerson discussed the Principal’s most recent teacher evaluation training that was held in Murfreesboro. She stated that the high school has been conducting department meetings that have been focusing on curriculum planning for the upcoming school year. Ms. Dickerson stated that Ms. Cook is presently conducting credit recovery through Friday and that her new attendance clerk, Tina Chasse, is presently being provided PowerSchool training by Anita Cornwell. Ms. Dickerson concluded that the school’s CTE teachers participated in the state’s CTE trainings in Chattanooga.

4.D. Student School Board Representative - none

5. DIRECTORS' REPORT:

5.A. Employment Notifications

New Teachers

Barrett, Amanda	5th grade, Elementary School
Fyke, Shanessee	5th grade, Elementary School
Turner, Dana	Business Education, High School

Non-certified Personnel

Hardin, Ciera	Educational Assistant, Elementary School
McDonald, Alyssa	Cook, High School
Mungle, Amber	Cook, High School
Ray, Melissa	Cook, Floater

5.B. Academic and Goal Updates – Dr. Satterfield reiterated the effectiveness of the most recent TEAM teacher evaluation and the importance of ensuring interrater reliability within the state’s teacher evaluation process. He highlighted the most recent Google classroom in-service training and the importance of continuing to use Google classroom in grades 6-12. He noted that technology was putting the new Jamboard in Penny Story’s classroom for 2019-20. Dr. Satterfield discussed the importance of developing leader-led trainings to develop content experts across the district with supervisors, principals, assistants and teacher leaders in order to develop future leader capacity.

5.C. Project Updates – Dr. Satterfield updated the Board about the progress on the elementary school renovation projects. He stated that the contractor had just recently installed two windows that did not seemingly fit as well as they should, and the contractor was looking for some additional fixtures to help alleviate the issue. The contractor did state that they would be unable to meet the July 20 substantial completion date. Dr. Satterfield stated that he would hold the contractor to the contract but was concerned about the doors, windows, and the plumbing being ready to begin school by August 1.

6. NEW BUSINESS:

6.A. Policy Revision 6.204 Attendance of Non-Resident Students – Attachment N

Dr. Satterfield stated that in past years he had received several inquiries about the possibility of implementing an out of county tuition, which the Board's policy 6.204 Attendance of Non-Resident Students does not presently allow. He stated that the high school (grades 9-12) is the only school for which he would recommend allowing out of county students to attend since the school's enrollment seems to be stagnant around 370 students each year. He stated that he recommends that it would not be cost effective to allow out of county tuition for the elementary and middle schools which are seeing steady student growth. Allowing more elementary and middle school students could result in the district having to hire more teachers, thus having a negative impact on the school district budget.

Motion to accept revisions to policy 6.204 Attendance of Non-Resident Students to allow out of county students to attend Trousdale County High School by paying an annual tuition passed with a motion by John Kerr and a second by Anthony Crook.

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

6.B. High School Out of County Tuition Fee

After passing revisions to policy 6.204 Attendance of Non-Resident Students, the Board discussed reasonable tuition charges. It was agreed to allow an amount of \$3,000 annually with \$1,500 to be made two weeks prior to the beginning of each semester.

Motion to approve an \$3,000 annual out of county tuition to Trousdale County High School passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

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

6.C. Elementary School Roof Bids

Dr. Satterfield stated that Mr. Cothron, Supervisor of Maintenance, asked that the Board reject the present bid from West Roofing to allow him more time to investigate more recent insights that he is learning about repairing the roof.

Motion to reject the present roof bid passed with a motion by Denice Jackson and a second by John Kerr.

Anthony Crook:	Yea
Denice Jackson:	Yea

John Kerr: Yea
Mary Helen McGowan: Yea
Regina Waller: Yea

6.D. FY20 Revised 141 General Purpose School Budget

Dr. Satterfield asked the Board to accept the revised 141 General Purpose School Budget that includes an additional funding amount of \$367,078, which is the amount that the district is projected to lose from BEP fiscal capacity for the FY20 budget year. Dr. Satterfield stated that the school district lost \$306,000 in the previous FY19 budget year due to fiscal capacity calculations.

Motion to submit the revised 141 General Purpose School Budget to Budget and Finance Committee passed with a motion by John Kerr and a second by Anthony Crook.

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

7. ACCOUNT ANALYSIS:


8. VENDOR CHECKS:

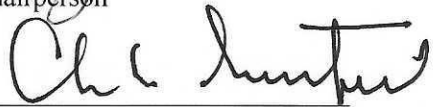
9. EXPENDITURES & ENCUMBRANCES:

10. ADJOURN:

adjourn. Passed with a motion by Anthony Crook and a second by Denice Jackson.

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


Chairperson


Director of Schools

Trousdale County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 07/18/19
		Rescinds: 1.406	Issued: 09/12/96

The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.¹ A draft of the minutes of the previous meeting shall be provided to all board members with the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools. The minutes shall become permanent records of the Board and shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be provided to all board members, the president of the local education association, and each of the schools no more than thirty (30) days after approval by the Board.⁴

The minutes shall include the following:

1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meeting;²
2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "aye" and "nay" in the event of a roll call vote;²
3. Names of persons addressing the Board and the purpose of their remarks; and
4. A brief account of those items discussed and whether or not any motions were made regarding those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248

Cross References

Duties of Officers 1.201

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 07/18/19
		Rescinds: 1.804	Issued: 08/14/00

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

Trousdale County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/18/19
		Rescinds: 2.403	Issued: 04/12/07

The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).²

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.³

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/18/19
		Rescinds: 3.202	Issued: 07/20/17

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

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

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 **ARMED INTRUDER DRILLS**

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

23 **AED DRILLS⁵**

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

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

1 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

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

Legal References

1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
6. TCA 49-6-3004(a), (e); TCA 49-5-404

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Trousdale County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 07/18/19
		Rescinds: 3.206	Issued: 09/10/09

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.¹

1. Requests for the use of school facilities shall be made at the office of the principal no earlier than six weeks prior to the date of use; non-recreational organizations shall not schedule more than one event at a time and shall not use the facility for more than one time in a month;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge; non-school related organizations will be charged \$100.00 per hour;
3. School facilities may not be used for private profit, except when the director determines that such use is in the best interest of the school system and fees charged are disclosed;²
4. All activities must be under adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. All activities (involving 10 or more persons) will be required to employ a school janitor if a janitor is not regularly employed during the times of the specific event. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
9. When school kitchens are used, at least one member of the cafeteria staff must be employed to supervise the use of the equipment and facility;

- 1 10. All custodian and rental fees including a \$100 deposit shall be paid to the Board of Education
- 2 two weeks prior to the date of the event, and;
- 3
- 4 11. The Board will approve and periodically review a fee schedule for the use of school facilities
- 5 by community or civic organizations and other non-profit, recreational, religious, political or
- 6 philosophical groups.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311

Trousdale County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 07/18/19
		Rescinds: 4.603	Issued: 02/15/18

1 **PROMOTION¹**

2 The Director of Schools/designee shall promote students to the next grade level based on the
 3 successful completion of required academic work or demonstration of satisfactory progress in each of
 4 the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless
 5 the student has shown a basic understanding of curriculum and the ability to perform the skills required
 6 in the subject of reading as demonstrated by the student's grades or standardized test results. This
 7 requirement shall not apply to students who are participating in a board-approved, research-based
 8 intervention prior to the beginning of the next school year or to students who have an individualized
 9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion may be considered for
 11 retention. Schools shall identify these students by February 1st. Factors used to identify students for
 12 retention shall include:¹

- 13 1. Ability to perform at the current grade level;
- 14
- 15 2. Results of local assessments, screening, or monitoring tools;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Overall academic achievement of the student;
- 20
- 21 5. Likelihood of success with more difficult material if promoted to the next grade;
- 22
- 23 6. Attendance record; and
- 24
- 25 7. Social and emotional maturity.

26 Students may be identified for retention after the February 1st deadline if the delay in identifying a
 27 student is due to:

- 28 1. Date of enrollment;
- 29
- 30 2. Additional information acquired after results of local assessment, screening, or monitoring are
 31 released; or
- 32
- 33 3. Student's attendance record.

When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

The Director of Schools shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

K – 3 Reading Notification

If it is determined through a student's overall performance or a state or local assessment that a student in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such determination.

RETENTION¹

A student may be retained when such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

Trousdale County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 07/18/19
		Rescinds: 4.605	Issued: 02/15/18

1 *General*

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

3 Before high school graduation, every student shall:¹

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

11 **SPECIAL EDUCATION STUDENTS⁴**

12 Special education students who earn the prescribed twenty-eight (28) credit minimum shall be awarded

13 a regular high school diploma.

14 *Special Education Diploma*

15 A special education diploma shall be awarded to students who have not met the requirements for a regular

16 high school diploma,⁵ but have:

- 17 1. Completed four (4) years of high school;
- 18 2. Made satisfactory progress on their IEP; and
- 19 3. Maintained satisfactory records of attendance and conduct.

20 *Occupational Diploma*

21 Special education students who do not meet the requirements for a regular high school diploma may be

22 awarded an occupational diploma if the student has:^{1,4}

- 23 1. Completed at least four (4) years of high school;
- 24 2. Made satisfactory progress on their IEP;
- 25 3. Maintained satisfactory records of attendance and conduct;
- 26 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 27 (SKEMA); and
- 28 5. Has two (2) years of paid or non-paid work experience.

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

3 Students who have received a special education diploma or an occupational diploma shall continue to
4 make progress towards a regular high school diploma until the end of the school year in which they turn
5 twenty-two (22) years old.

6 *Alternate Academic Diploma*

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

- 9 1. Completed at least four (4) years of high school;
- 10 2. Participated in the high school alternate assessments;
- 11 3. Earned the prescribed twenty-eight (28) credit minimum;
- 12 4. Made satisfactory progress on their IEP;
- 13 5. Maintained satisfactory records of attendance and conduct; and
- 14 6. Completed a transition assessment that measures postsecondary education and training,
15 employment, independent living, and community involvement.

16 **STUDENT LOAD**

17 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
18 of eight (8) units of credit for graduation per year. Students with hardships and gifted students may
19 appeal this requirement to the director of schools and then to the board.⁶

20 **EARLY GRADUATION⁷**

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

24 In order to graduate early, students must meet the following requirements:

- 25 1. Earn the required eighteen (18) credits;
- 26 2. Achieve a proficiency benchmark score for each required end-of-course exam;
- 27 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 28 4. Meet the minimum ACT benchmark score (21);
- 29 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 30 6. Complete at least two (2) types of the following courses:
 - 31 a. Dual enrollment; or
 - 32 b. Dual credit.

33 The director of schools shall develop administrative procedures to ensure that the early graduation
34 program is conducted in accordance with state law.

Trousdale County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 07/18/19
		Rescinds: 4.700	Issued: 08/16/18

1 *General*

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

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

21 The director of schools shall be responsible for planning and implementing the program, which includes:

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

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

3 **WEIGHTING OF TCAP AND EOC SCORES**

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

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

6 The director of schools may exclude these scores from students' final course grades if scores are not
7 received by the district at least five (5) instructional days before the end of the school year.^{4,5}

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

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

13 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

16 Career aptitude assessments shall be administered to 8th grade students in order to inform the student's
17 high school plan of study.

18 **TESTING INFORMATION AND PARENTAL CONSENT**

19 Any test directly concerned with measuring student ability or achievement through individual or group
20 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
21 of the system without first obtaining written consent of the parents or guardians.²

22 Results of all group tests shall be recorded on the students' permanent records and shall be made
23 available to appropriate personnel in accordance with established procedures.⁷

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

27 1. The name of the test;

28

29 2. The purpose and use of the test;

30

31 3. The grade or class in which the test will be administered;

32

- 1 4. The tentative date or dates that the test will be administered;
 - 2
 - 3 5. The time and manner in which parents and students will be notified of the results of the test;
 - 4 and
 - 5
 - 6 6. How parents can access the questions and answers on their student's state-required tests; and
 - 7
 - 8 7. If a board mandated test, how the test complements and enhances student instruction and
 - 9 learning and how it serves a purpose distinct from state-required tests.
- 10 Testing information shall also be placed in student handbooks or other school publications that are
- 11 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 07/18/19
		Rescinds: 5.200	Issued: 07/20/17

1 **SUSPENSION PENDING AN INVESTIGATION¹**

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

9 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

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

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

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

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

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

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

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

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

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

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

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

24 RESIGNATION

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

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

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

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

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

RETIREMENT

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

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

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

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

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

Trousdale County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date: 11/10/11
		Rescinds: 5.202	Issued: 11/11/10

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.¹ Before an
3 employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to
4 respond; and (3) given a written decision of the suspension.

5 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee
6 shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
7 appropriate penalty.

8 **DISMISSAL**

9 All non-certified (classified) employees are employed at the will of the director. The director of schools may
10 dismiss any non-certified employee during the year for any lawful reason.

11 **RESIGNATION**

12 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
13 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
14 waived by the director of schools for justifiable reason.

15 The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll
16 office will prepare final payment for the next appropriate scheduled pay day.

17 **RETIREMENT**

18 Retirement shall mean a termination of services under conditions which will allow the employee to draw
19 benefits from retirement plans and/or social security benefits.

20 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the
21 retirement system.

22 Central office personnel shall assist employees in securing retirement benefits, however, it shall be the
23 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
24 office. It shall be the responsibility of the retiring employee to file for eligible benefits.

25 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
26 of retirement benefits.

27

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/18/19
		Rescinds: 5.305	Issued: 06/21/18

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
 3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
 4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
 5 to use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
 8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
 14 essential functions of his/her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
 19 employee is on covered active duty or has been notified of an impending call or order to
 20 covered active duty in the Armed Forces.

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
 22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
 23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
 24 FMLA leave.

25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run
 27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
 28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
 29 childbirth, and nursing of a newborn child.³
 30
- 31 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
 32 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

LEAVE FOR A SERIOUS HEALTH CONDITION⁶

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:
 - a. Issues arising from the service member's short notice deployment;
 - b. Military events and related activities (e.g. official ceremonies, support programs);
 - c. Making or updating financial and legal arrangements;
 - d. Attending counseling;
 - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - f. Attending post-deployment activities.
2. *Military Caregiver Leave*⁸ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.

The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE⁹

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹²

2. Certification Requirement¹³

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
 - b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.
3. Period Near the End of an Academic Term (Professional Employees)¹⁴
- a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
 - b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁵

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired; and
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 07/18/19
		Rescinds: 6.308	Issued: 12/11/07

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian and the principal/designee of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

- 1 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
- 2 established board policy governing student conduct and discipline.
- 3 The district shall comply with all applicable state and federal laws related to photographs and video
- 4 footage.³ These materials shall be maintained for 10 days. Parent(s)/guardian(s) may submit requests in
- 5 writing to view photographs and video footage to the Director of School/designee, and a time shall be
- 6 arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are
- 7 provided the opportunity to review photographs and video footage.⁴
- 8 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
- 9 accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 07/18/19
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
 3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
 4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
 7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
 8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
 9 the school district on relocation.

10 Within thirty days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of
 11 residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
 14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
 16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
 17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
 18 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

Attendance 6.200
 School Admissions 6.203

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 07/18/19
		Rescinds: 6.204	Issued: 02/14/19

The Director of School and the Trousdale County Board of Education will not accept any out of county students in Pre-Kindergarten through eighth grade.¹ It shall be at the discretion of the Director of Schools to enter into a contract(s) with another school system(s) in order for Trousdale County to fulfill its legal requirement to educate students with special needs.

A non-resident student whose parent is employed by the Trousdale County Board of Education may enroll in the Trousdale County Schools in accordance with acceptable law.²

Students residing outside the boundaries of the school district may attend Trousdale County High School by paying out of county tuition under the following conditions:

1. Out of county students desiring to attend Trousdale County High School shall be approved by the Director of Schools.
2. Out of county students shall make application with the Director of Schools at least two (2) weeks prior to the first day of school.
3. The annual out of county student tuition shall be paid to the Trousdale County Board of Education in two (2) equal installments two (2) weeks prior to the beginning of each semester.
4. Requests from students from adjoining states to attend school shall be considered on a case-by-case basis.
5. Students who become residents of the school district shall be refunded any unused portion of the tuition on a pro-rata basis.
6. When payment is not made, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.
7. Out of county tuition for Trousdale County High shall be established annually by the Board.

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3113; TCA 49-6-3103