

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

Thursday, June 15, 2023

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:07 PM.

Robert Atwood: Present

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Barbara Towns: Present

**1. AGENDA:**

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

**1.B. Invocation** – Mr. Robby Atwood, Board Member

**1.C. Pledge of Allegiance** – Ms. Racheal Petty, Board Member

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

**1.E. Approval of the Agenda for June 15, 2023**

Approval of the June 15, 2023 Agenda passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

**2. CONSENT AGENDA:**

**2.A. Approval of Consent Agenda for June 15, 2023**

Approval of the June 15, 2023 Consent Agenda passed with a motion by Robert Atwood and a second by Deanna Bode.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

**2.B. Approval of Minutes from May 18, 2023**

**2.C. Approval Executive Decision - 141 Budget Amendment / Summer Learning Camp Transportation**

Amend the 2022-23 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
<b>DEBIT Revenue</b>	46590-CAMP	Other State Education Funds		27,188.16
<b>GRAND TOTALS</b>				<b>\$27,188.16</b>
Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72710	Transportation		
	105-CAMP	Supervisor/Director		4,500.00
	146-CAMP	Bus Driver		9,600.00
	201-CAMP	Social Security		725.00
	204-CAMP	State Retirement		690.00
	212-CAMP	Employer Medicare		210.00
	412-CAMP	Diesel Fuel		11,463.16
<b>GRAND TOTALS</b>				<b>\$27,188.16</b>

**2.D. Approval Middle School Cheerleader Fundraiser - Youth Camp – Attachment A**

**2.E. Approval Middle School Cheerleader Fundraiser - Calendar Donations – Attachment B**

**2.F. Approval Junk / Surplus Property – Attachment C**

**2.G. Approval 2023-24 School Photography Contract – Attachment D**

**2.H. Approval Grow Your Own Teacher Apprentice Wage Progression Schedule – Attachment E**

**2.I. Approval Budget Amendment - 141-71100 Regular Instruction Program**

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	204	State Retirement		79,950.00
	71200	Special Education Program		
	204	State Retirement		11,605.00
	71300	Vocational Education Program		
	204	State Retirement		2,010.00



	72120	Health Services		
	204	State Retirement		275.00
	72130	Other Student Support		
	204	State Retirement		2,085.00
	72210	Regular Instruction Program		
	204	State Retirement		4,200.00
	72410	Office of the Principal		
	204	State Retirement		4,035.00
<b>GRAND TOTALS</b>				<b>\$104,160.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		79,950.00
	71200	Special Education Program		
	217	Retirement - Hybrid Stabilization		11,605.00
	71300	Vocational Education Program		
	217	Retirement - Hybrid Stabilization		2,010.00
	72120	Health Services		
	217	Retirement - Hybrid Stabilization		275.00
	72130	Other Student Support		
	217	Retirement - Hybrid Stabilization		2,085.00
	72210	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		4,200.00
	72410	Office of the Principal		
	217	Retirement - Hybrid Stabilization		4,035.00
<b>GRAND TOTALS</b>				<b>\$104,160.00</b>

## 2.J. Approval Budget Amendment - 141-71100 Regular Instruction Program

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	198	Non-Certified Substitute Teachers		2,865.00
<b>GRAND TOTALS</b>				<b>\$2,865.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		

	195	Certified Substitute Teachers		2,865.00
<b>GRAND TOTALS</b>				<b>\$2,865.00</b>

## 2.K. Approval Budget Amendment - 141-72120 Health Services

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72120	Health Services		
	790-ELCAD	Other Equipment		17,940.00
<b>GRAND TOTALS</b>				<b>\$17,940.00</b>

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72120	Health Services		
	413-ELCAD	Medical Supplies		4,190.00
	599-ELCAD	Other Charges		3,700.00
	735-ELCAD	Health Equipment		10,050.00
<b>GRAND TOTALS</b>				<b>\$17,940.00</b>

## 2.L. Approval Budget Amendment - 141-72210 Regular Instruction Program

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72210	Regular Instruction Program		
	204	State Retirement		500.00
<b>GRAND TOTALS</b>				<b>\$500.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72210	Regular Instruction Program		
	117	Career Ladder Program		500.00
<b>GRAND TOTALS</b>				<b>\$500.00</b>

## 2.M. Approval Budget Amendment - 141-72310 Board of Education

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72310	Board of Education		
	510	Trustee's Commission		1,587.00
<b>GRAND TOTALS</b>				<b>\$1,587.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72310	Board of Education		
	191	Board and Committee Members		837.00
	599	Other Charges		750.00
<b>GRAND TOTALS</b>				<b>\$1,587.00</b>

## 2.N. Approval Budget Amendment - 141-72710 Transportation

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72710	Transportation		
	142	Mechanics		6,000.00
	450	Tires & Tubes		7,200.00
<b>GRAND TOTALS</b>				<b>\$13,200.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72710	Transportation		
	146	Bus Drivers		6,000.00
	338	Maintenance & Repair Services		6,200.00
	599	Other Charges		1,000.00
<b>GRAND TOTALS</b>				<b>\$13,200.00</b>

## 2.O. Approval Budget Amendment - 141-73300 Community Services

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	73300	Community Services		
	499	Other Supplies & Materials		2,539.00
<b>GRAND TOTALS</b>				<b>\$2,539.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	73300	Community Services		
	116	Teachers		1,969.00
	204	State Retirement		250.00
	399	Other Contracted Services		320.00
<b>GRAND TOTALS</b>				<b>\$2,539.00</b>

## 2.P. Approval Budget Amendment - 141-73400 Early Childhood Education

Amend the 2022-23 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	73400	Early Childhood Education		
	524	In-service/Staff Development		25.00
	722	Regular Instructional Equipment		350.00
<b>GRAND TOTALS</b>				<b>\$375.00</b>

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	73400	Early Childhood Education		
	207	Medical Insurance		375.00
<b>GRAND TOTALS</b>				<b>\$375.00</b>



**2.Q. Approval Budget Amendment - 142-71100 Regular Instruction Program - ESSER 3.0**

Amend the 2022-23 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		<b>Subfund 936: ESSER 3.0</b>		
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	116	Teachers		6,000.00
<b>GRAND TOTALS</b>				<b>\$6,000.00</b>
Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72120	Health Services		
	207	Medical Insurance		6,000.00
<b>GRAND TOTALS</b>				<b>\$6,000.00</b>

**2.R. Approval Budget Amendment - 142-71100 Regular Instruction Program - ESSER 3.0**

Amend the 2022-23 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		<b>Subfund 936: ESSER 3.0</b>		
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	116	Teachers		17,062.00
<b>GRAND TOTALS</b>				<b>\$17,062.00</b>
Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		
	163	Educational Assistants		6,500.00
	72410	Office of the Principal		
	104	Principals		2,800.00
	161	Secretary		4,500.00
	201	Social Security		361.00
	204	State Retirement		425.00
	212	Employee Medicare		110.00
	72610	Operation of Plant		
	166	Custodial Personnel		2,080.00
	201	Social Security		130.00

	204	State Retirement		125.00
	212	Employee Medicare		31.00
<b>GRAND TOTALS</b>				<b>\$17,062.00</b>

**2.S. Approval 2023-24 Meal Prices – Attachment F**

**2.T. Approval TSBA Policy Revision 1.102 Board Members – Attachment G**

**2.U. Approval TSBA Policy Revision 1.106 Code of Ethics– Attachment H**

**2.V. Approval TSBA Policy Revision 1.400 School Board Meetings – Attachment I**

**2.W. Approval of TSBA Policy Revision 1.402 Notification of Meetings – Attachment J**

**2.X. Approval TSBA Policy Revision 1.404 Appeals to and Appearances Before the Board – Attachment K**

**2.Y. Approval TSBA Policy Revision 3.202 Emergency Preparedness Plan – Attachment L**

**2.Z. Approval TSBA Policy Revision 3.205 Security – Attachment M**

**2.AA. Approval TSBA Policy Revision 4.204 Summer Instructional Programs – Attachment N**

**2.AB. Approval TSBA Policy Revision 4.300 Extracurricular Activities – Attachment O**

**2.AC. Approval TSBA Policy Revision 4.403 Library Materials – Attachment P**

**2.AD. Approval TSBA Policy Revision 6.200 Attendance – Attachment Q**

**2.AE. Approval TSBA Policy Revision 6.309 Zero Tolerance Offenses – Attachment R**

**2.AF. Approval TSBA Policy Revision 6.313 Discipline Procedures – Attachment S**

**2.AG. Approval TSBA Policy Revision 6.314 Corporal Punishment – Attachment T**

**2.AH. Approval TSBA Policy Revision 6.319 Alternative Education – Attachment U**

**2.AI. Approval TSBA Policy Revision 6.402 Physical Examinations and Immunizations – Attachment V**

### **3. SCHOOL DISTRICT HIGHLIGHTS: 3<sup>rd</sup> grade Summer Learning Camp**

Dr. Satterfield noted that the district had completed nine days of summer learning camp with eleven days remaining. He stated that the camp presently has (43) 3<sup>rd</sup> graders or rising 4<sup>th</sup> graders enrolled with only (15) “pathway” students that are working towards promotion into the 4<sup>th</sup> grade contingent upon attendance and post-test results. He commended work of administrators, teachers, and especially to the families who have supported their students as evidenced by only one student being absent to date. Ms. Badru added that the students are not necessarily promoted yet as the “adequate growth” provision will be determined by the end of camp post-test. She stated the teachers have been doing a lot of practice with the online post-test platform.

#### **4. PRINCIPALS' REPORTS:**

**4.A. Trousdale County Elementary School** – Ms. Badru said the recent Fall Creek Falls leadership conference set the stage for the school's summer work. She stated that the school will be focusing much of its time toward the implementation of the new mathematics standards and curriculum. She stated that the custodians are working hard to clean and wax the floors for the upcoming school year noting the challenges with summer camp being held during the entire month of June. Ms. Badru stated that her school is fully staffed and that summer learning camp is doing great while complementing the work of the two summer camp principals, Mr. Landon Gulley and Ms. Gena Cothron.

**4.B. Jim Satterfield Middle School** - Mr. McCall discussed building and maintenance projects that are presently going on at the school in preparation for the upcoming school year. He explained that the gymnasium was used by both the middle and high school teams due to the renovations that are presently taking place at the high school gymnasium. Mr. McCall complemented the new library furniture that had just recently been delivered. He discussed professional development training that would begin in July as well as the most recent 2-day administrator conference held at Fall Creek Falls State Park. Mr. McCall concluded by discussing the general processes of the most recent school security assessment.

**4.C. Trousdale County High School** – absent

#### **5. DIRECTORS' REPORT:**

##### **5.A. Employment Notifications**

Gregory, Stacey	Middle School, Librarian
Linville, Lyndsey	Elementary Teacher

**5.B. Academic and Goal Updates** – Dr. Satterfield updated the Board about the current Summer Learning Camp stating that total enrollment is presently (154) students which is down from the two previous years. However, the rising 4<sup>th</sup> grade enrollment is (43) students which represents the highest participation rate of any of the grade levels. He stated that although the district only has (4) bus drivers that the transportation department has been able to service all students that requested transportation services. He noted that the rising 4<sup>th</sup> grade students have only recorded one absence within the first nine days of camp. Dr. Satterfield discussed the programing to ensure 8:1 student to teacher ratio while providing 240 minutes of daily reading instruction for rising 4<sup>th</sup> grade students. He reminded the Board that 3<sup>rd</sup> grade students must demonstrate “adequate growth” on the end post-test at the end of camp in order to avoid year-round afterschool tutoring as a condition for promotion.

Dr. Satterfield reminded the Board that credit recovery at the high school will be held every day from June 12 to 23. He stated that new student registration is now open online and that returning to school registration will open on July 5.

Dr. Satterfield concluded by reminding everyone that school begins in six weeks with faculty returning to school on July 24 with students returning on July 27.



**5.C. Project Updates** – Dr. Satterfield informed the Board that the band room carpet replacement, football stadium and gymnasium PA repairs, and gymnasium seating replacement have all been completed. He stated that the high school gym floor refinishing is scheduled to begin tomorrow, while the nursing education and teaching as a profession classroom renovations are presently underway. Contingent upon Board approval, the agriculture greenhouse project is ready to begin. He concluded by noting that the elementary school roof, new fieldhouse, and the football stadium restroom projects are all in the new FY24 budget and need County Commission approval to go forward.

## **6. NEW BUSINESS:**

### **6.A. Vocational Greenhouse Bid Proposals - Innovative Schools Model Grant – Attachment W**

The new greenhouse to be built at Trousdale County High and paid by the Innovative Schools Model (ISM) grant bid was awarded to the lowest bidder, Beasley Construction, passed with a motion by Deanna Bode and a second by Barbara Towns.

Barbara Towns: Yea  
Deanna Bode: Yea  
John Kerr: Yea  
Racheal Petty: Nay  
Robert Atwood: Nay

### **6.B. 2023-24 Food Service Bid Requests – Attachment X**

2023-24 Food Service bids passed with a motion by Racheal Petty and a second by Robert Atwood.

Barbara Towns: Yea  
Deanna Bode: Yea  
John Kerr: Yea  
Racheal Petty: Yea  
Robert Atwood: Yea

### **6.C. Additions to Non-certified Salary Schedule – Attachment Y**

Additions to the 2023-24 non-certified salary schedule passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea  
Deanna Bode: Yea  
John Kerr: Yea  
Racheal Petty: Yea  
Robert Atwood: Yea



**7. ACCOUNT ANALYSIS:**

**8. VENDOR CHECKS:**

**9. EXPENDITURES & ENCUMBRANCES:**

**10. ADJOURN:**

Motion to Adjourn, passed with a motion by Barbara Towns and a second by Racheal Petty.

Barbara Towns: Yea


Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

  
Chairperson

  
Director of Schools



# Trousdale County Schools Request for Fundraising Activity

Event  
(Team Fund)

Attachment A

School: ☐ TCES ☒ JSMS ☐ TCHS

Student Group/Activity: JSMS Cheer Squad - Youth Cheer Summer Camp

Net Amount Expected/Goal: m < \$2500

## Specific Purpose of the Fundraiser:

This fundraising event will help offset the cost of new cheer uniforms. New cheer uniforms cost about \$5000 for a full set/team. The goal of this annual event, is to begin building up our funds to ensure new uniforms and uniform replacements can be purchased as needed, without passing that cost on to our parents.

## Specific Use of the Funds Acquired:


Money raised will be used to purchase new and replacement uniforms for the middle school cheer squad.

## Describe how students will be involved in the fundraising activity:

The JSMS Cheerleading squad will host a 1 day youth cheer summer camp at TCHS. The camp will be open to all Trousdale County students in grades K-5. The camp will be held July 22, from 10:00 am-4:00 pm. During this day event, campers will learn a halftime routine (a cheer and a dance), and be given the opportunity to perform this routine during a very special halftime performance at our youth night home game. This event has been wonderful in the past and is a great opportunity for our community to see the wonderful work our cheer program is doing.

  
Sponsor's Signature

5/5/23  
Date

  
Principal's Signature

5-8-27  
Date

  
Director's Signature

6/16/23  
Date

Board Approved: 6/15/23



Trousdale County Schools  
Request for Fundraising Activity

Fundraiser  
(individual accounts)

Attachment B

School: ☐ TCES ☒ JSMS ☐ TCHS

Student Group/Activity: JSMS Cheerleading

Net Amount Expected/Goal: m < \$496 per girl

Specific Purpose of the Fundraiser:


The purpose of this fundraiser, is to help lower the individual/itemized cost for middle school cheerleaders. Each cheerleader will spend about \$500 out of pockets to purchase uniform essentials (shoes, bloomers, pom poms, ect..) from Varsity. This fundraiser is designed to help ease this financial burden, and ensure our program is accessible and affordable for all interested parties.

Specific Use of the Funds Acquired:

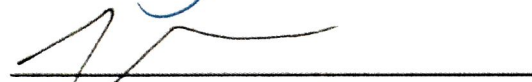
Cheerleaders will use the provided calendar to request donations from family, friends, and community members throughout the summer. Each girl, has the potential to raise \$496. All money raised will be credited to each individual's varsity account.

Describe how students will be involved in the fundraising activity:

Middle school cheerleaders will sell July calendar days, throughout the summer months. Cheerleaders will be encouraged to focus on family and friends for this fundraising event.

  
Sponsor's Signature

5/5/23  
Date

  
Principal's Signature

5-8-23  
Date

  
Director's Signature

6/16/23  
Date

Board Approved: 6/15/23



# TCBOE PROPERTY DISPOSAL FORM

Location: TCHS Library

[illegible]



**JSMS Old Library and Admin Furniture**

<b>Item</b>	<b>#</b>	
Gold/blue/red laminate student chairs	22	Surplus
Wood w/fabric chairs (high school chairs)	30	Destroy
Square laminate tables (high school tables	6	Destroy
Rectangle laminate tables (high school tab	2	Destroy
Oak rectangle library tables	3	Surplus
Oak student chairs	4	Destroy
Book shelf	1	Destroy
Rectangle metal table	3	Surplus
Admin Office Chair (Black)	2	Destroy
Admin Office Chair Button Back (Black)	1	Destroy
Grey Office Chair	1	Destroy
Blue Office Chair	1	Destroy
Red Cloth Chair	1	Destroy

\*\*All located in Gold Lab



105 Timber Hills Rd  
Hendersonville, TN 37075  
Home Phone: 615-826-9374  
Cell Phone: 615-944-7403  
Email: mark@markgriffithphoto.com

**Contract for photography service for 2023-2024 school year for:  
Trousdale County Schools  
103 Lock Six Road  
Hartsville, TN 37074**

This agreement is between Mark Griffith Photography and Trousdale County Schools for the 2023-2024 school year. Mark Griffith Photography will be the exclusive portrait photographer for the following events:

**Trousdale County High School**

- Underclass student & faculty fall portraits, including a make-up portraits day
- Senior formal and cap & gown portraits
- Student spring portraits
- Sports teams and individual player portraits (band, cheerleading, football, volleyball, basketball, baseball, & softball)
- Football and basketball homecoming courts – when available
- Senior superlatives
- Graduation
- Miss Trousdale Pageant – when available

**Satterfield Middle School**

- Student & faculty fall portraits, including a make-up portrait day
- Student spring portraits
- Sports teams and individual player portraits (cheerleading, football, volleyball, basketball, baseball, & softball)
- Football and basketball homecoming courts – when available
- Jr Miss Trousdale Pageant - when available

**Trousdale County Elementary School**

- Student & faculty fall portraits, including a make-up portrait day
- Student spring portraits
- Kindergarten cap & gown portraits
- Class group portraits

Mark Griffith Photography will provide a senior class framed composite of similar size and design as previous years. The composite will be delivered within 60 days after graduation.

The yearbook advisor will be the lead coordinator between Mark Griffith Photography and Trousdale County Schools. The scheduling of the events will be at mutually agreed upon dates and times.

All images will remain copyrighted by Mark Griffith Photography. Mark Griffith Photography does issue a limited use license to Trousdale County Schools to use the images for any official school use, such as yearbook, newspaper, etc. If images are to be used online, they must be protected in a way to prevent copying.

Mark Griffith Photography will have exclusive rights to market all images to the parents of students thru paper and website based proofs. Website proofs will be password protected. Parents will receive an access pin# by email and on their child's paper proof. A maximum of five emails per event will be sent thru out the school year.

All paper proofs will have an attached order payment envelope. These will be returned to the school for collection and fulfillment by the photographer. All orders will be mailed directly to the parent with an additional \$5 shipping/handling fee.

Trousdale County Schools agrees to provide student names, grade, homeroom, and parent contact information. Mark Griffith Photography will take all reasonable means necessary to protect the privacy of student's images and data. Data will only be used for marketing to the parents. Images will only be used for general marketing if a model release has been signed by the parents of the subjects.

Mark Griffith Photography is entitled to one free yearbook and a ¼ page advertisement in the yearbook.

Trousdale County Schools will receive 10% commission from all gross sales before June 1, 2024. Gross sales is all payments received after sales tax and shipping/handling charge have been deducted. A commission check will be issued at the end of each semester.

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Mark Griffith  
Mark Griffith Photography



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Trousdale County Schools

## **Trousdale County Schools**

### *Grow Your Own Wage Progression*

#### Apprentice Teacher Aide

Entry Level Wage:     \$14.48

Year 2 Wage:             \$14.77

Year 3 Wage:             \$15.06

#### *Associates Degree (60 hrs)*

Year 4 Wage:             \$15.67



**TROUSDALE COUNTY SCHOOLS  
2023-2024 PROPOSED MEAL PRICES**

**BREAKFAST**

Student (Extra Meal)	\$2.70
Staff Meal	\$2.75
Meal – All Other Adults	\$3.00

**LUNCH**

Student (Extra Meal)	\$4.35
Staff Meal	\$4.50
Meal-All Other Adults	\$5.00

**AFTERSCHOOL SNACK**

Adult Snack	\$1.10
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**ALA CARTE FOODS**

Pizza Only (TCHS)	\$3.25
Chef Salad	\$3.75

**ALL SCHOOLS**

Meat/Entre	\$2.00
Vegetable/Fruit	\$.75
Bread (Biscuit, Roll, etc.)	\$.50
Milk	\$.35
Ice Cream (Varies by type)	\$.50-\$1.00
Chips	\$.75

**HIGH SCHOOL ONLY**

Specialty Drinks	\$1.25
Gatorade	\$1.00
Yogurt Cups	\$ .50
Parfait (small)	\$ .75
Parfait (Large)	\$1.50

**Federal Reimbursement Rates are:**

Student Breakfast=\$2.70

Student Lunch=\$4.35

Afterschool Snack=\$1.08

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Members</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>07/21/22</b>
		Rescinds: <b>1.102</b>	Issued: <b>07/21/05</b>

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS<sup>1</sup>**

3 The Board is composed of five (5) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents elected from districts of substantially equal population and  
6 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the  
7 office.<sup>1,2</sup> To qualify as a candidate, an individual must show proof of:

8 1. Graduation from high school or receipt of a GED or HiSET;<sup>3</sup> and

9  
10 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
11 deadline for running as a candidate.<sup>4</sup>

12 Members of the county legislative body and other county governmental officials shall not be eligible  
13 for election as members of the county Board of Education.<sup>5</sup>

14 **TERMS OF OFFICE**

15 Members of the Board shall serve four (4) year terms.<sup>1</sup>

16 **VACANCIES**

17 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process  
18 proceedings.<sup>6</sup>

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
20 local legislative body.<sup>7</sup> Such appointment shall continue until the next regular election.

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>1.106</b>	Issued: <b>10/09/08</b>

1 *General*<sup>1</sup>

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,  
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence  
4 the vote, official action, or judgment of the board member or employee in executing decisions  
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or  
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive  
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are  
9 provided in connection with a conference sponsored by an established or recognized statewide  
10 association of school board officials or by an umbrella or affiliate organization of such statewide  
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)  
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.  
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall  
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of  
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of  
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of  
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and  
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or  
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,  
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a  
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
- 30 censure, if warranted;
- 31

3. In the case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action, if warranted; or

4. In a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

## **POINT OF CONTACT<sup>2</sup>**

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

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### Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

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### Cross References

Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>1.400</b>	Issued: <b>01/15/15</b>

1 The Board will transact all business at official meetings that may be either regular or special.  
2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows  
3 closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested  
4 citizens.<sup>2</sup>

5 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic  
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
7 of efficient and orderly public meetings.<sup>3</sup>

## 8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the third Thursday of the month at 6:00 PM.

10 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
11 by the Chair.

## 12 **SPECIAL MEETINGS**

13 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
14 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
15 require it or when requested to do so by a majority of the Board.<sup>4</sup>

16 Only business related to the call of the meeting and details related to agenda items shall be discussed or  
17 transacted by the Board at a special meeting.

## 18 **ELECTRONIC ATTENDANCE<sup>5</sup>**

19 Absent board members may attend a regular or special meeting by electronic means for certain  
20 qualifying reasons. The following requirements apply to all electronic attendance, regardless of the  
21 reason for the absence:

- 22 1. A quorum of the Board shall be physically present at the meeting in order for any board  
23 member to attend electronically;
- 24 2. Any board member wishing to participate electronically shall do so using technology that  
25 allows the Chair to visually identify the board member; and

3. The responsibility for the connection lies with the board member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

#### *Work-Related Absence*

A board member may attend a meeting by electronic means if out of the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. The board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the board member's intention to participate electronically.

#### *Sickness or Period of Convalescence*

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

#### *Inclement Weather or Natural Disaster*

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

#### *Family Emergency*

A board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person. The absence shall be due to the hospitalization of the board member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times per year for this reason.

#### *Military Service*

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

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#### Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

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#### Cross References

School Board Legal Status and Authority 1.100  
 Board Committees 1.300  
 Notification of Meetings 1.402  
 Appearances Before the Board 1.404  
 Section 504 and ADA Grievance Procedures 1.802

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>1.402</b>	Issued: <b>09/12/96</b>

- 1 The Board shall ensure adequate public notice<sup>1</sup> of all regular meetings by publishing a complete
- 2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
- 3 on the school system's website and sent to the president of the local education association.<sup>2</sup>
- 4 In the event of a special board meeting, notice shall be provided at least forty-eight (48) hours prior to
- 5 the meeting and shall be posted in the same locations and in the same manner as regular board
- 6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.
- 7 The only exception permitted is in the case of an emergency, defined for this policy as a sudden,
- 8 generally unexpected occurrence or set of circumstances demanding immediate action. In such
- 9 exceptions, notice shall be given to all appropriate parties as is practical.
- 10 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
- 11 hearings, shall include information on how community members can participate in the public comment
- 12 portion of the board meeting.<sup>3</sup>

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Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

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Cross References

School Board Meetings 1.400



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>1.404</b>	Issued: <b>10/14/99</b>

## 1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear  
4 complaints or concerns which have not advanced through the proper administrative procedure. If all  
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,  
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall  
7 determine whether to hear the appeal.

## 8 **APPEARING BEFORE THE BOARD**

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to  
10 individual board members or staff members only upon approval of the Chair. Each person speaking shall  
11 state his/her name and subject of presentation. The Chair shall have the authority to terminate the remarks  
12 of any individual who violates state law or does not adhere to board rules.<sup>1</sup>

### 13 *Public Comment Period<sup>2</sup>*

14 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
15 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The  
16 total public comment period shall be for no more than thirty (30) minutes. If an individual wishes to  
17 address the Board, he/she shall sign up on the form provided before the beginning of the board meeting  
18 to request time to speak. Each speaker shall be given no more than five (5) minutes. Delegations shall  
19 select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

### 20 *Adding an Item to the Agenda*

21 Individuals desiring to appear before the Board shall submit a written request with descriptive materials  
22 to the office of the Director of Schools five (5) days before the meeting. If the request is approved by the  
23 executive committee, the item will be placed on the agenda. Individuals placed on the agenda will be  
24 recognized at the beginning of the meeting and given five (5) minutes to speak when their item is  
25 addressed on the agenda. All requests submitted will be included in the board packet. Individuals may  
26 address the Board during the meeting upon approval of the majority.



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/21/22</b>

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> 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.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> 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.<sup>3</sup>

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 **ANNUAL DRILLS<sup>4</sup>**

21 The principal shall ensure that the school safety team conducts each of the following type of drills  
22 annually:

- 23 1. An armed intruder drill in coordination with local law enforcement;
- 24
- 25 2. An incident command drill; and
- 26
- 27 3. An emergency safety bus drill.

**1 AED DRILLS<sup>5</sup>**

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

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

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

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

**11 REMOTE LEARNING DRILLS<sup>7</sup>**

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
13 reflect how students will transition to remote learning in the event of a disruption to school operations.  
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

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**Legal References**

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>06/17/21</b>

1 *General*<sup>1</sup>

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

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

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings  
12 is limited to the school's primary entrance during the school day as well as when students are present  
13 outside of regular school hours.<sup>3</sup>

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

19 **AFTER SCHOOL HOURS**

20 All school doors shall be locked and latched after regular school hours. After school sponsors shall  
21 ensure that all exterior doors remain locked and latched at all times or an employee of the school is  
22 stationed by the door to ensure access is limited only to authorized persons.<sup>3</sup>

23 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

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

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



1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.<sup>4</sup>
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall include, but not be limited to, the following:
  - a. Representing and carrying out the policies of the law enforcement agency assigning the SROs;
  - b. Supervising the SROs in the performance of their duties;
  - c. Consulting with the Director of Schools regarding the best use of the available resources for school policing; and
  - d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Director of Schools to suspend the active participation of any SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.

## **CYBERSECURITY<sup>5</sup>**

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

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### Legal References

1. TCA 49-6-805(3)

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### Cross References

Visitors to the Schools 1.501



<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>4.204</b>	Issued: <b>06/17/21</b>

1 *General*

2 The following programs will be made available to students:<sup>1,2</sup>

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

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

14 **SUMMER PROGRAMMING<sup>2</sup>**

15 The Director of Schools shall present a recommended summer programming plan to the Board each  
 16 year, no later than the Regular April meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

## 1 ATTENDANCE REQUIREMENTS<sup>2</sup>

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 All students who enroll in summer instructional programs shall be in attendance ninety percent (90%)  
4 in order to maintain enrollment.

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

## 7 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

8 Students who are required to attend summer programming in order to be promoted to fourth grade shall  
9 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the  
10 twenty (20) days required for summer school attendance. If more days are missed, students may make  
11 up a total of one (1) day within the summer camp window. Missed days will be documented, and  
12 options for make-up days will be provided by the Director of Schools/Principal.

13 Parents shall be provided information in writing on the summer program attendance policy by  
14 parent/guardian correspondences.

15 The Director of Schools/Principal shall develop administrative procedures regarding the  
16 documentation of student attendance including make up days and the administration of the post-test for  
17 students who participate in summer programming.

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### Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

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### Cross References

Extended Contracts 5.112

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>4.300</b>	Issued: <b>09/12/96</b>

1 *General*

2 The following shall be adhered to:

- 3 1. The Board shall initially approve extracurricular activities at the district-level to ensure proper  
4 support and supervision.
- 5 2. The Principal, after obtaining the recommendation of the faculty and Director of Schools, shall  
6 determine which clubs and organizations will be permitted.
- 7 3. Each student activity shall be under the guidance and direction of an approved staff member.
- 8 4. All extracurricular activities at the school level shall have the approval of the principal.
- 9 5. Student activities occurring before or after regularly scheduled school hours must be under the  
10 supervision of the Principal/designee.
- 11 6. Secret organizations shall not be operated in any school.
- 12 7. A student shall not be required to attend an extracurricular activity that is scheduled at a time  
13 which conflicts with his/her religious practices.<sup>1</sup>
- 14 8. Extracurricular activities during vacation periods shall be restricted to regularly scheduled  
15 athletic programs and major events which cannot be scheduled otherwise.
- 16 9. Student groups shall not participate in state or national activities which are not listed as  
17 approved activities by a regional accrediting association or the state and national principals'  
18 associations without the approval of the Director of Schools.
- 19 10. A student suspend or remanded to the alternative school shall not be permitted to participate in  
20 extracurricular activities.
- 21 11. Activities which restrict participation because of race, color, religion, sex, disabilities, or  
22 national origin are strictly forbidden.<sup>2</sup>

23 **STUDENT CLUBS & ORGANIZATIONS<sup>3</sup>**

24 All students under the age of eighteen (18) shall present a signed and dated statement from their  
25 parent/guardian before joining any club or organization or participating in activities of a club or  
26 organization. The Director of Schools shall develop administrative procedures outlining this  
27 recordkeeping process.

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>4.403</b>	Issued: <b>07/21/22</b>

## 1 *General*

2 The school librarian shall be responsible for library collection development. Library materials shall be  
3 reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following  
4 criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
8 them. The determining factor will be based on an assessment of any mature themes or content  
9 (i.e., violence, sexual content, vulgar language, substance abuse);
- 10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 School librarian shall be responsible for periodically reviewing the district's library collection in line  
15 with these established standards. He/she shall post the list of library materials online.

## 16 **COMPLAINTS<sup>2</sup>**

### 17 **Tier I**

18 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint  
19 shall:

- 20 1. Inform the complainant of the selection procedures and make no commitments.
- 21
- 22 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 23
- 24 3. Inform the principal (and other appropriate personnel).
- 25
- 26 4. Keep challenged materials available for use during the reconsideration process.
- 27

28 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal  
29 may request review of the challenged materials by an ad hoc materials review committee within twenty  
30 (20) working days. The review committee is appointed by the principal and should include certified



library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

## **Tier Two**

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

## **Tier Three**

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

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### Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

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### Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>6.200</b>	Issued: <b>03/15/23</b>

## 1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each  
3 day school is in session.

4 The Principal shall ensure that this policy is posted in each school building and disseminated to all  
5 students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 7 1. All accounting and reporting procedures and their dissemination;
- 8
- 9 2. Alternative program options for students who severely fail to meet minimum attendance
- 10 requirements;
- 11
- 12 3. Ensuring that all school age children attend school;
- 13
- 14 4. Providing documentation of enrollment status upon request for students applying for new or
- 15 reinstatement of driver's permit or license; and
- 16
- 17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
- 18 withdraws from school.<sup>2</sup>

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

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

- 25 1. Personal illness/injury;
- 26
- 27 2. Illness of immediate family member;
- 28
- 29 3. Death in the family;
- 30

4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. Pregnancy;
7. Summons, subpoena, or court order; or
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

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

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

## TRUANCY

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

Three (3) unexcused tardies and/or early dismissals shall equal one (1) day unexcused absence for student exemptions and extracurricular participation.

A student who is absent three (3) days without adequate excuse shall be reported to the Attendance Supervisor who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.



1 *Progressive Truancy Plan*<sup>8</sup>

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

5 **Tier I**

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

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

14 **Tier II**

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

- 17 1. An attendance conference shall be held with the student and the student's parent/guardian.  
18 2. An attendance contract shall be developed and signed by the student, the student's  
19 parent/guardian, school principal, and the attendance supervisor. The contract shall include all of  
20 the following:  
21 a. Specific description of the school's attendance expectations for the student;  
22 b. The period for which the contract is effective.  
23 c. Penalties for additional absences and alleged school offences, including additional  
24 disciplinary action and potential referral to juvenile court, and  
25 d. Regularly scheduled follow-up meetings to discuss the student's progress.  
26  
27 3. A school employee shall conduct an individualized assessment detailing the reasons a student  
28 has been absent from school. The employee may refer the student to counseling, community-  
29 based services, or other services to address the student's attendance problems.

30 **Tier III**

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

- 33 1. The intervention shall include a reconvening of the student's attendance hearing.  
34 2. Tier III interventions shall consist of one (1) or more of the following to improve attendance  
35 and behavior:  
36 a. School-based community service;  
37 b. After school course work including Saturday School to make-up assignments in order to  
38 improve grades;



- c. After school work on Power Fridays to make-up assignments in order to improve grades;
- d. Course work on designated professional development days to make-up assignments in order to improve grades.
- e. Suspension from extracurricular activities until the principal determines that attendance becomes satisfactory.

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

#### **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

A principal may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than five (5) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

#### **MAKE-UP WORK**

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

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

Students who are absent the day of the scheduled State TCAP assessments shall present a signed doctor's excuse or have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the TCAP assessment which shall be averaged into their final grade.

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

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>11</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:

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

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

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

## **ATTENDANCE HEARING<sup>12</sup>**

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

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

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

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### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(7)

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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>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>02/16/23</b>

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
3. Aggravated assault;<sup>4</sup>
4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Threats of mass violence on school property or at a school-related activity.<sup>6</sup>

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.<sup>7</sup>

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup>

#### Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

#### Cross References

- Code of Conduct 6.300  
Drug-Free Schools 6.307  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Alternative Education 6.319  
Safe Relocation of Students 6.4081



<b>Trousdale County Board of Education</b>			
Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>6.313</b>	Issued: <b>02/16/23</b>

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre-kindergarten or kindergarten shall utilize behavior intervention planning and restorative practices as alternative disciplinary practices and shall only use exclusionary discipline as a measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.<sup>3</sup>

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

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

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

#### **MISBEHAVIORS: Level I**

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

*Examples (not an exclusive listing):*

- Classroom disturbances



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

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options:*

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

### **MISBEHAVIORS: Level II**

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

#### *Examples (not an exclusive listing):*

- Continuation of unmodified Level I behaviors

- School or class tardiness
- School or class truancy
- Use of foul or abusive language
- Disrespect to teacher/staff
- Insubordination (not following the directive of a teacher or other school employee)
- Computer hacking or tampering
- Participation in a school disruption
- Gambling (pitching pennies, dice, or other games of chance)
- Leaving school grounds without permission
- Dress code violation
- Wearing, while on the grounds of the school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup>
- Using forged notes or excuses
- Disruptive classroom behavior
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Refusal to accept Level I/II disciplinary options

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options:*

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- Restorative Practices
- After-school detention
- Saturday School Detention
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due
- Out-of-school suspension (not to exceed ten (10) days).

# 1 MISBEHAVIORS: Level III

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

4 *Examples (not an exclusive listing):*

- 5 • Continuation of unmodified Level I and II behaviors
- 6 • Fighting (simple) (both parties disciplined, unless one was attacked for no apparent  
7 reason) – Minimum reassignment to the Alternative School for (6) instructional days.
- 8 • Vandalism (minor) (full restitution expected)
- 9 • Use or possession, sale and/or distribution of tobacco, including vaping products in any  
10 form.
- 11 • Possession or detonation of an incendiary or explosive material (poppers, firecracker,  
12 stink bomb, smoke bomb, etc)
- 13 • Destruction of school property (full restitution expected)
- 14 • Pulling a fire alarm when no fire or smoke is visible
- 15 • Possession of drug paraphernalia (including rolling papers)
- 16 • Sexual misconduct
- 17 • Indecent exposure
- 18 • Unauthorized photographing and/or videoing during the school day, on school property  
19 (including buses), or during school sponsored events.
- 20 • Unauthorized use of school or district website, images, emblems, etc.
- 21 • Prescription policy violation
- 22 • Stealing
- 23 • Bullying, threatening, hazing, or intimidating behavior
- 24 • Harassment (Sexual, Racial, Ethnic, Religious)
- 25 • Refusal to accept Level I/II/III disciplinary options

26 *Disciplinary Procedures:*

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



*Disciplinary Options:*

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

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school.<sup>7</sup> These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

*Examples (not an exclusive listing):*

- Unmodified Level I, II and III behaviors
- Use, possession, sale, and/or distribution of drugs, and/or alcohol (citation shall be issued to the student by the principal and shall require the student and parents to appear in Juvenile Court)
- Fighting (bodily harm inflicted). Both parties shall be disciplined, unless one was attacked for no apparent reason. Assailant shall be expelled for a minimum of (30) instructional days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Verbal threat to do bodily harm (including written statements). Assailant shall be suspended for a minimum of (3) days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Transmission by an electronic device any communication containing a threat to cause bodily injury or death to another student or school employee that such a threat creates a substantial disruption at school that requires administrative intervention.
- Threat of mass violence on school property or at a school-related activity\*
- Extortion
- Bomb threat\*
- Possession/use/transfer of dangerous weapons \*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer\*
- Aggravated assault\*
- Vandalism (major) (full restitution expected)
- Theft/possession/sale of stolen property (full restitution expected)



- Arson
- Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug)\*
- Use/transfer of unauthorized substances
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Being present on school property, on a school bus or at a school sponsored event or activity under the influence of an illegal drug, controlled substance or alcohol.

#### *Disciplinary Procedures:*

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

#### *Disciplinary Options*

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

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

#### **ADDITIONAL GUIDELINES:**

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

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>6.314</b>	Issued: <b>06/21/18</b>

The Board authorizes the Director of Schools to determine whether corporal punishment shall be administered. If it is administered, the following guidelines shall apply:<sup>1</sup>

1. Corporal punishment shall be administered only after other less stringent measures have failed and the student has been warned that the repeated behavior may result in the use of corporal punishment. Prior to administering corporal punishment, the student's teacher or principal shall document that he/she has:

- a. Acted to address the student's behavior;
- b. Provided consequences to the student to address the behavior;
- c. Consulted with the student's parent/guardian; and
- d. Considered the need to conduct an evaluation to determine whether the student has a disability per federal law.<sup>2</sup>

2. The instrument to be used shall be approved by the principal;

3. Corporal punishment shall be administered only when the school has received prior written parental permission. The parental permission shall include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time;

4. Corporal punishment shall ONLY be used in the presence of the Principal or Assistant Principal.

5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others;

6. Corporal punishment must be reasonable; not to exceed two (2) strikes per day;

7. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or students, whichever is appropriate.

- 1 The Director of Schools shall develop administrative procedures to implement this policy, including
- 2 applicable recordkeeping and reporting requirements.

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**Legal References**

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402
2. 20 USCA § 1400 et. seq.; Public Acts of 2023,  
Chapter No. 275

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**Cross References**

Code of Conduct 6.300  
Student Records 6.600

<b>Trousdale County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>06/15/23</b>
		Rescinds: <b>6.319</b>	Issued: <b>06/17/21</b>

1 *General*<sup>1</sup>

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

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

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

12 **ASSIGNMENT**

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

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

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

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

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



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

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

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

## **REMOVAL<sup>8</sup>**

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

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

## **ADDITIONAL OFFENSES<sup>9</sup>**

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

## **TRANSITION PLAN<sup>10</sup>**

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

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### Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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### Cross References

Special Education 4.202  
Virtual Education Program 4.212  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

<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>06/15/23</b>
		Rescinds: <b>6.402</b>	Issued: <b>06/17/21</b>

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

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

3 1. Entering school for the first time; and

4

5 2. Participating as a member of any athletic team or in any other strenuous physical activity  
6 program.

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

9 Screening tests as recommended by the Tennessee Department of Education and the Department of  
10 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that  
11 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse  
12 their student from participating in health screenings that are part of a coordinated school health program  
13 by submitting a request in writing to the school nurse, instructor, school counselor, or principal.<sup>3</sup>

## 14 **IMMUNIZATIONS**

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

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

21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an  
22 epidemic;<sup>5</sup> or

23

24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing  
25 him/her from the immunization.<sup>6</sup>

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

Received 6/2/23  
8:30 AM

Hand delivered  
by Lewis Beasley

Angie Williams

**BID:**

Greenhouse for Trousdale County High School  
262 W. McMurry Blvd.  
Hartsville, TN 37074

Attn: Clint Satterfield, Director of Schools  
Trousdale County Board of Education  
103 Lock Six Road  
Hartsville, TN 37074

Beasley Construction Company, LLC  
120 McMurry Blvd. West  
Hartsville, TN 37074

615-374-2219 office  
615-758-1260 cell  
615-374-2957 fax

**BEASLEY**  
**CONSTRUCTION COMPANY, LLC**

240 Harris Branch Road  
Hartsville, TN 37074  
Office: 615-374-2219  
Fax: 615-374-2957

June 1, 2023

Attention: Clint Satterfield, Director of Schools  
Trousdale County Board of Education  
103 Lock Six Road  
Hartsville, TN 37074

**BID PROPOSAL**

GREENHOUSE – site preparation; setup/install structure; electric & plumbing at  
high school location

<b>Initial Bid</b>	<b>\$199,452.00</b>
*Addendum #1 – concrete drilled piers	<b>5,000.00</b>
*Addendum #2 – alarm system electrical	<b><u>5,000.00</u></b>
<b>TOTAL BID</b>	<b>\$209,452.00</b>



# BID ENVELOPE

NAME OF PROJECT: GREENHOUSE FOR TROUSDALE HIGH SCHOOL

SEALED BIDS WILL BE RECEIVED BY:

TROUSDALE COUNTY SCHOOLS  
103 LOCK 6 RD  
HARTSVILLE, TN 37074

UNTIL: 1:00 pm CT (Central Time)  
TIME

August 16, 2022  
DATE

BIDDER	Beasley Construction Co., LLC
ADDRESS	240 Harris Branch Road, Hartsville, TN 37074
TENNESSEE CONTRACTORS LICENSE NO.	23983
LICENSE CLASSIFICATION applicable to this Project	General Contractor - Comm.
	(see attached)
	\$ 3M
	Dollar Limit
LICENSE EXPIRATION DATE	July 31, 2023
SUBCONTRACTOR TO BE USED ON THIS PROJECT (If no subcontract work is required, write "none required".)	
HVAC	License No.

State of Tennessee

399314 13343264

BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR

BEASLEY CONSTRUCTION COMPANY, LLC

*This is to certify that all requirements of the State of Tennessee have been met.*

ID NUMBER: 23983

LIC STATUS: ACTIVE

EXPIRATION DATE: July 31, 2023

\$3,000,000.00; BC-A; BC-B; CE; CMC-A; MU-A; MU-C; MU-D



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE

22025

New Greenhouse for  
Trousdale High School  
Hartsville, Tennessee

July 2022

CONTRACTOR'S FORM OF PROPOSAL  
for  
Greenhouse for Trousdale High School  
Trousdale County Schools

To: Trousdale County Schools  
103 Lock 6 Rd  
Hartsville, TN 37074

From: Beasley Construction Co., LLC (Contractor)  
240 Harris Branch Rd.  
Hartsville, TN 37074  
beasleyconstco@aol.com (e-mail address)

The undersigned, having carefully familiarized himself (or themselves) with the existing conditions at the site and with the Drawings and Specifications prepared by Cope Associates, Inc., 2607 Kingston Pike, Suite 5, Knoxville, Tennessee, hereby proposes to furnish all labor, materials and equipment, and to perform all work required to construct the Window Replacement for Jim Satterfield Middle School, Hartsville, TN; in accordance with Drawings and Specifications for the sum of:

Two Hundred Nine Thousand Four Hundred Fifty-Two + <sup>00</sup>/<sub>100</sub> Dollars

\$ 209,452.00  
(in numbers)

hereinafter referred to as the Base Bid.

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within:

Two Hundred Seventy-Five (215) Calendar Days.  
(in words)

BID DEPOSIT N/A

The undersigned furnishes herewith, as requested in the Instructions to Bidders, a bid deposit in the amount of five percent (5%) of the amount bid in the form of Cashier's Check \_\_\_\_\_, Certified Check \_\_\_\_\_, Bank Draft \_\_\_\_\_, made payable to the Owner, or Bid Bond, naming the Owner as the Obligatee. (Bidder to check form of deposit furnished.)

It is understood and agreed that, should the undersigned fail to enter into a contract with the Owner or

furnish acceptable contract security, (Performance Bond, and Labor and Materials Payment Bond) within the time and in the manner herein provided, the bid deposit shall be retained by the Owner as liquidated damages and not as a forfeiture. As it is impossible to determine precisely the exact amount of damages the Owner will sustain, it is agreed that the bid deposit is a fair and equitable estimate of such damages.

**STIPULATIONS:**

In submitting the bids, the undersigned agrees:

1. Bids will not be withdrawn within the period of forty-five (45) calendar days following the opening thereof.
2. Furnish completed Schedule of Values, as defined in Division 1 Section "Payment Procedures", by Noon of the next business day after receipt of bids.
3. If notified of the acceptance of this bid, execute a contract for the work and deliver to the Owner the performance and payment bond specified, within 10 calendar days after such notification.
4. That the Work included under the contract shall be Substantially Completed within the number of calendar days hereafter listed by this contractor, from and including the date stipulated in the Notice to Proceed:

275 Calendar Days

5. To accept the conditions for Liquidated Damages in the Amount of **\$500.00** per calendar day.
6. That the Owner reserves the right to award the Contract to his best interests, to reject any or all bids, to waive any informalities in bidding, and to hold all bids for the bid guarantee period.
7. The Contractor warrants, by submission of this Bid that he has complied to the fullest extent with all requirements of the Bid Document without exclusion of any sort.

**RECEIPT OF DRAWINGS:**

Receipt is acknowledged of the Drawings and Project Manual identified by "Greenhouse for Trousdale High School, Hartsville, Tennessee, Project No. 22025" dated July 2022 and addenda and supplementary drawings listed under "Addenda Receipt" attached.

**ORGANIZATION: (Bidder to check type of organization)**

The undersigned is organized as a ( ) corporation, ☒ partnership, ( ) individual, ( ) sole proprietorship,  
( ) joint venture, ☒ other in the State of Tennessee

FEDERAL IDENTIFICATION NUMBER: 62-1658117

[TENNESSEE] CONTRACTORS LICENSE NUMBER: 23983

22025

New Greenhouse for  
Trousdale High School  
Hartsville, Tennessee

July 2022

CONTRACTOR CLASSIFICATION, SUBCLASSIFICATION, AND LIMITATION:

General Contractor - Commercial (see license) \$ 3M  
(Classification) (Subclassification) (Limitation)

ADDENDA RECEIPT: (List addenda and supplementary drawings and the date received).

Addendum No. 1 Date Received 5-24-2023

Addendum No. 2 Date Received 6-1-2023

FIRM NAME BEASLEY CONSTRUCTION Co., LLC

STATE OF INCORPORATION TENNESSEE - LIMITED LIAB. Company

BY LEWIS C. BEASLEY, JR.

TITLE President

Date 6-8-2023

OFFICIAL ADDRESS AND TELEPHONE:

240 Harris Branch Rd.  
Hartsville, TN 37074

Telephone: 615-374-2219

Note: If by a corporation, this bid must have the signature required by its bylaws.

BID SECURITY:

Security in the sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_), in the form of \_\_\_\_\_ is submitted herewith.

END OF BID FORM



**SECTION 00 50 00- CONTRACT, BOND AND PROJECT FORMS****A. DESCRIPTION**

Forms to be used on this Project (non-inclusive):

AIA A101	Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum
AIA A201	General Conditions of the Contract for Construction
AIA A305	Contractor's Qualification Statement
AIA A312	Performance Bond and Payment Bond
AIA G701	Change Order
AIA G702	Application and Certificate for Payment
AIA G703	Continuation Sheet (for G702)
AIA G704	Certificate of Substantial Completion
AIA G706	Contractor's Affidavit of Payment of Debts and Claims
AIA G706A	Contractor's Affidavit of Release of Liens
AIA G707	Consent of Surety to Final Payment
AIA G707A	Consent of Surety to Reduction in or Partial Release of Retainage
AIA G714	Construction Change Directive

NOTE: All forms are to be those compatible with the edition of the General Conditions indicated in the contract documents. Provide standard AIA forms, or similar forms as specifically approved by the Architect.

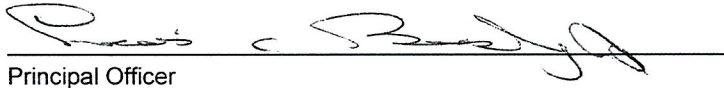
**END OF SECTION**

DRUG-FREE WORKPLACE AFFIDAVITSTATE OF TennesseeCOUNTY OF Trousdale

The undersigned, principal officer of Beasley Construction Co., LLC, an employer of five (5) or more employees contracting with Trousdale County government to provide construction services, hereby states under oath as follows:

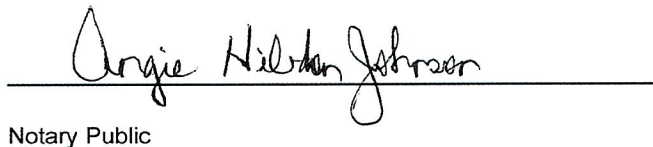
1. The under signed is a principal officer of Beasley Construction Co., LLC (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

  
Principal OfficerSTATE OF TennesseeCOUNTY OF Trousdale

Before me personally appeared LEWIS C. BEASLEY, JR., with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 8th day of June, 2023.

  
Notary Public

My commission expires: 8-27-2025

END OF SECTION

22025

New Greenhouse for  
Trousdale High School  
Hartsville, Tennessee


July 2022

**NON-COLLUSION  
INDEPENDENT PRICE DETERMINATION  
AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

I agree to abide by all terms and conditions of this bid and certify that I am authorized to sign this bid for the vendor.

COMPANY NAME Beasley Construction Co., LLC  
ADDRESS 240 Harris Branch Rd., Hartsville, TN 37074  
AUTHORIZED SIGNATURE   
LEWIS C. BEASLEY, JR.  
PRINT NAME HERE  
DATE 6-8-2023

THIS FORM **MUST** BE SIGNED AND RETURNED WITH THE BID.

END OF SECTION

22025

New Greenhouse for  
Trousdale High School  
Hartsville, Tennessee

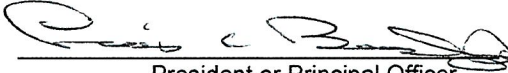
July 2022

**AFFIDAVIT OF COMPLIANCE  
WITH  
TENNESSEE CRIMINAL HISTORY RECORDS CHECK  
TENNESSEE CODE ANNOTATED, SECTION §49-5-413**

(To be submitted with bid by contractor)

I, LEWIS C. Beasley JR., president or other principal officer of  
Beasley Construction Co., LLC, swear or affirm that the company is in  
(Name of Company)

compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated §49-5-413, in effect at the time of this bid submission at least to the extent required of, governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, §49-5-413.

  
President or Principal Officer

For Beasley Construction Co., LLC

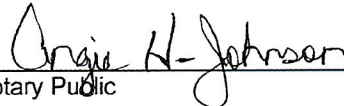
Name of Company

STATE OF Tennessee

COUNTY OF Trousdale

Before me personally appeared LEWIS C. BEASLEY, JR., with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 8th day of June, 2023.

  
Notary Public

My commission expires 8-27-2025.

**THIS FORM MUST BE INCLUDED IN THE BID PACKAGE AND MUST BE ON FILE IN THE  
PURCHASING DEPARTMENT BEFORE WORK BEGINS.**

00 59 00

AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORDS CHECK  
Page 2 of 2



# THE CINCINNATI INSURANCE COMPANY

## Bid Bond

**CONTRACTOR** (Name, legal status and address):

Beasley Construction Company, LLC  
240 Harris Branch Rd.  
Hartsville, TN 37074

**OWNER** (Name, legal status and address):

Trousdale County Board of Education  
103 Lock 6 Road  
Hartsville, TN 37074

**BOND AMOUNT:**

5% of the attached bid

**SURETY** (Name, legal status and principal place of business):

**THE CINCINNATI INSURANCE COMPANY**  
**6200 S. GILMORE ROAD**  
**FAIRFIELD, OHIO 45014-5141**

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT** (Name, location or address, and Project number, if any):

Trousdale County High School-Building Greenhouse  
Hartsville, TN 37074

Project Number, if any:

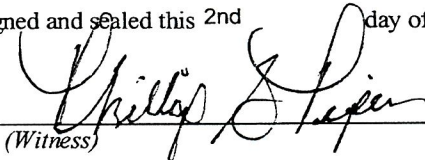
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond the sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of June

2023

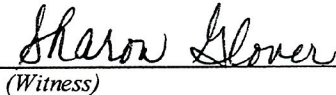
  
(Witness)

Beasley Construction Company, LLC

(Principal)

(Seal)

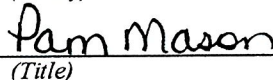
(Title)

  
(Witness)

**THE CINCINNATI INSURANCE COMPANY**

(Surety)

(Seal)

  
(Title)

Attorney-in-Fact

THE CINCINNATI INSURANCE COMPANY  
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Phillip S. Piper; Ray Edwards; Pam Mason; Kristin Anderson; Phillip S. Piper, II; Adam Maxwell;  
Retha Rooker and/or Alesha Pfaff

of Carthage, Tennessee their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to

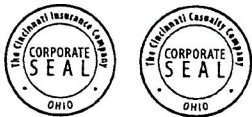
Ten Million and No/100 Dollars (\$10,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or a Senior Vice President this 19th day of December, 2018.



STATE OF OHIO )SS:  
COUNTY OF BUTLER )

THE CINCINNATI INSURANCE COMPANY  
THE CINCINNATI CASUALTY COMPANY

*Stephen A. Justice*

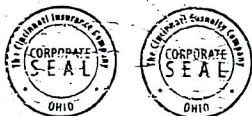
On this 19th day of December, 2018 before me came the above-named President or Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



*Keith Collett*  
Keith Collett, Attorney at Law  
Notary Public - State of Ohio  
My commission has no expiration date.  
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 2<sup>nd</sup> day of June, 2023



*Ed H.*



**Trousdale County Board of Education  
Food Services Department  
103 Lock Six Road Hartsville, TN 37074  
(615) 374-2193**

**Cafeteria Vendor Awards/Bid Renewals for 2023-2024 School Year**

All bids except Produce reflect Buying Group bid prices, not Trousdale Co. Schools' costs. Please see second page for Buying Group members.

1. Request Approval: Institutional Wholesale Co. be awarded our Food/Non-Food vendor.  
Original SY 20-21 Bid- \$4,062,603.46  
Our estimated usage- \$440,000.00
2. Request Approval: Murfreesboro Pure Milk be awarded our Ice Cream vendor.  
New Bid- \$94,560.00 (Only bidder)  
Our estimated usage- \$17,000.00
3. Request Approval: Purity Dairy be awarded our Milk vendor.  
Original SY 21-22 Bid- \$588,818.70  
Our estimated usage- \$87,000.00
4. Request Approval: Institutional Wholesale Co. be awarded our Produce vendor.  
Original SY 20-21 Bid- \$8,718.42  
Our estimated usage- \$6,000.00
5. Request Renewal: Smart Mouth Pizza be awarded our Pizza vendor (High School only).  
Our estimated usage- \$26,000.00 (Not bidded out for lowest price due to limited number of pizza providers in our area. Also we would need a company whose products were capable of using our equipment that is paid for. A Request for Proposal was done which is based on a scoring matrix and Smart Mouth was the only respondent.)

Thank you,  
Emily Helson, Food Procurement

This institution is an equal opportunity provider.

## 2023-24 Non-Certified Salaries\_FINAL\_June Revisions

JOB DESCRIPTION	FY23 Salaries	Days Budgeted	FY24 Proposed
			Salaries *includes 5% raise
Finance Supervisor - Central Office	58,242.69	261	61,154.82
Food Service Finance	4,655.44		4,888.21
Finance Assistant- Central Office	38,730.89	261	40,667.43
Attendance Supervisor	6,983.15		7,332.31
Food Service Assistant	2,327.72		2,444.11
Adminstrative Assistant - Central Office	28,624.56	261	30,055.79
Attendance Assistant	4,655.44		4,888.21
Elementary Instructional Coach	16,000.00	90	no change
Board Member - Work Session	86.00 per meeting		90.30
Board Member - Board Meeting	113.00 per meeting		118.65
Technology Coordinator	64,236.23	261	67,448.04
Technology Assistant	40,259.98	261	42,272.98
Coordinated School Health Supervisor	57,470.95	261	60,344.50
Food Service Supervisor	17,963.14	200	18,861.30
Coordinated School Health Secretary	19,077.14	200	20,031.00
Food Service Procurement	16,162.52	200	16,970.65
School Nurse LPN	33,572.82	200	35,251.46
School Nurse RN	40,873.99	200	42,917.69
School Nurse Assistant	21,644.48	192	22,726.70
Athletic Trainer	54,000.00	261	56,700.00
Afterschool / Detention Teacher	23,140.13	180	24,297.14
Attendance Clerk - ES	19,077.44	200	20,031.31
Attendance Clerk - MS	19,077.44	200	20,031.31
Attendance Clerk - HS	19,611.22	200	20,591.78
Bookkeeper - ES	19,077.44	200	20,031.31
Bookkeeper - MS	19,077.44	200	20,031.31
Bookkeeper - HS	24,652.52	220	25,885.15
Secretary - ES	24,064.75	220	25,267.99
Educational Assistant	15,892.08	192	16,686.68
Guidance Assistant - HS	19,076.13	190	20,029.94
GYO Apprentice		Variable	14.48 per hr
Non-Certified Full-Time Substitute Teacher		192	16,686.68
Substitute Teachers (certified)	85.00 per day		No change
Substitute Teachers (non-certified)	75.00 per day		No change
Homebound Teacher	25.00 per hr		No change
Maintenance Supervisor (School)	34,256.44	261	35,969.26
Maintenance/Transportation Personnel		261	43,930.37
Maintenance Personnel	23,118.45	261	24,274.37
Janitor (School)	13.00 per hr	261	13.65
Janitor (part-time)	13.00 per hr	180	13.65
Summer Maintenance	10.00 per hr		10.50
Field Maintenance \$8.64 per hour			*9.00
Football	3,000.00		
Softball	1,000.00		
Baseball	2,000.00		



## 2023-24 Non-Certified Salaries\_FINAL\_June Revisions

Bus Drivers	104.00 per day	180	109.20
Full-time Sub Bus Driver	104.00 per day	180	109.20
TCAT Bus Driver		180	109.20 per day
Bus Monitor	40.00 per day	180	42.00
TCES Crossing Guard		180	25.00 per hr
Bus Driver (Summer Learning Camp)	110.00 per day	20	120.00
Sp.Ed. Van driver - part-time	60.00 per trip		63.00
Substitute Bus Driver	52.00/52.00		54.60/54.60
Cook	13.00/hr	180	13.65
Cook (part-time)	13.00/hr	180	13.65
Cafeteria Mangager (HS,MS)	129.69 per day	190	136.17
Cafeteria Manager (ES)	145.72 per day	190	153.01
Substitute Cook	10.00 per hr		10.50
Afterschool Project Coordinator	12,025.00		
Afterschool Desk Clerk/Nurse	25.00 per hr		
Afterschool Tutor	25.00 per hr		
Afterschool Enrichment Teacher	25.00 per hr		
Afterschool Bus Driver	30.00 per day		
Afterschool Team Leader	22.41 per hr or applicable overtime rate		
Afterschool Student Apprentice	10.00 per hr		
Afterschool Data Assistant	10.00 per hour (or normal hourly wage + applicable overtime wage)		
*Flat Rate Increase			