Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION **5:30 PM, NOVEMBER 20, 2023**
REGULAR MEETING **MARYVILLE HIGH SCHOOL**

I. CALL TO ORDER **CHAIRMAN BLACK**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE Coston Autry- 12th grade

II. UPDATE FROM MARYVILLE HIGH SCHOOL Heather Hilton, Principal

III. ADOPT AGENDA

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

V. CONSENT AGENDA ITEMS

1. Approve Minutes of October 16, 2023, meeting (Attachment)
2. Ratify Executive Committee approval for Maryville High School Model UN overnight trip to Chattanooga, Tennessee for ALTMUN competition – Funding Source: Model UN (Attachment A1)
3. Approve Maryville Junior High School Orchestra overnight trip to Atlanta, Georgia for Music in the Parks Performance Festival – Funding Source: Students (Attachment A2)
4. Approve Maryville High School Chorus overnight trip to Lee University, Cleveland, Tennessee – Funding Source: Students (Attachment A3)
5. Ratify Executive Committee approval for Maryville High School Cross-Country Team overnight trip to Hendersonville, Tennessee for TSSAA State Championship (Attachment A4)
6. Approve Maryville High School Baseball Team overnight trip to Gulf Shores, Alabama for Spring Break Baseball Tournament – Funding Source: Students (Attachment A5)
7. Approve Coulter Grove Intermediate School Leadership Team overnight trip to Charleston, South Carolina – Funding Source: Students (Attachment A6)
8. Approve Maryville High School Girls Wresting Team overnight trip to Clarksville, Tennessee for a tournament – Funding Source: Donations (Attachment A7)
9. Approve Coulter Grove Intermediate School Liaisons overnight trip to Nashville, Tennessee for Ace of Shakes competition – Funding Source: School Funds (Attachment A8)

VI. AGENDA

1. Consider changes to Board Policy section 1.105 (School Board Legislative Involvement),2.400 (Revenues), 2.601 (Fundraising Activities), 2.8051 (Credit Cards/Credit Lines), and 4.603 (Promotion and Retention) First Reading – Attachment B1
2. Consider adding boys' and girls' lacrosse as TSSAA-sanctioned sports for the 2024-25 school year.
3. Consider providing $25,000 in start-up funds for each of the boys' and girls' lacrosse teams totaling $50,000.

4. Consider an appeal to have The Perks of Being a Wallflower removed from circulation in the Maryville High School library.

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:
December 18, 2023, 5:30 p.m. Fort Craig Multi-Purpose Room
January 16, 2024, 5:30 p.m. Maryville High School

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

October 17, 2023
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Model UN overnight trip to Chattanooga, Tennessee for conference for Model UN – Funding Source: Maryville High School Model UN

APPROVED:

Director of Schools _____ Date 10/17/2023

Chairman, Board of Education _____ Date 10/17/2023

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: 10-12; Model UN

Coordinating Teacher(s): Oldham

Trip Date: Nov 11-13 Destination: Chattanooga - Alt Mus

Cost Per Student: 225 Cost Per Adult: 0

Number of Attending Students: ~30 Number of Attending Adults: 2

Departure Time: 5:00 AM Return Time: 8:00 PM

Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval

Funding Source: Model UN *for trips requiring board approval

Is a school nurse required to attend? ☐ Yes ☑ No

Transportation: ☐ Walk ☑ Cars ☐ Bus ☐ SPED Bus Number of Buses 0

Bus Service Provider: _____

Trip Justification: Conference for Model UN

Trip Coordinator's Signature: [signature]

Principal's Signature: Heather Mitchell

Director of Schools Signature: [signature] Date: 10/16/23

School Board Approval, as applicable: [signature] Date: 10/17/23

To Be Completed After Approval:

PO#: _____

Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

FIELD TRIP REQUEST FORM
Maryville City Schools

A2

School: MJHS Grade/Course/Team/Organization: Orchestra

Coordinating Teacher(s): Natalie Bayles

Trip Date: 4/4 - 4/6/24 Destination: Atlanta, GA

Cost Per Student: $700 Cost Per Adult: $700

Number of Attending Students: 45 - 55 Number of Attending Adults: 5 - 6

Departure Time: 11:00 am Return Time: 10:00 pm

Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval

Funding Source: Students *for trips requiring board approval

Is a school nurse required to attend? ☐ Yes ☑ No

Transportation: ☐ Walk ☐ Cars ☑ Bus ☐ SPED Bus Number of Buses 1

Bus Service Provider: Rocky Top

Trip Justification: Music in the Parks Performance Festival

Trip Coordinator's Signature: Natalie Bayles

Principal's Signature: [signature]

Director of Schools Signature: [signature] Date: 10/17/23

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:

PO#: _____

Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip: _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

REVISED 9.8.23

FIELD TRIP REQUEST FORM

Maryville City Schools

School: MHS Grade/Course/Team/Organization: Chorus 4

Coordinating Teacher(s): Byron Davis

Trip Date: Feb 9-10, 2024 Destination: Lee University Honor Chorus in Cleveland, TN

Cost Per Student: $125.00 Cost Per Adult: $75.00

Number of Attending Students: 16 Number of Attending Adults: 2

Departure Time: 12 pm on Feb 9 Return Time: 9 pm on Feb 10

Is this an overnight trip? Yes No *overnight trips require board approval

Funding Source: students pay field trip fee *for trips requiring board approval

Is a school nurse required to attend? Yes ☐ No ☒

Transportation: ☐ Walk ☐ Cars ☒ Bus ☐ SPED Bus Number of Buses 1

Bus Service Provider: Rocky Top Tours

Trip Justification: Honors Chorus experience with collegiate clinicians

Trip Coordinator's Signature: _____

Principal's Signature: _____ 10/17/23

Director of Schools Signature: _____ Date: 10/19/23

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval: PO#:

_____ Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: 12th/11th Department/Team: English Department

Coordinating Teacher(s): Rachel Rushworth-Hollander

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____ Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

October 26, 2023
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Cross -Country team overnight trip to Hendersonville, Tennessee to attend TSSAA State Championship – Funding Source: Maryville High School Athletics

APPROVED:

Director of Schools_____ Date 10/26/2023

Chairman, Board of Education_____ Date 10/26/2023

Request to Release Students for School-Related Events

Teacher: Douglas Martin Course/Team/Organization: Cross-Country

Event: TSSAA State Championship

Location: Hendersonville, TN

Dates of Trip (Include Departure/Return Time):

Departure Date: Wednesday, Nov. 1, 2023

Departure Time: 9:00AM

Return Date: Thursday, Nov. 2 2023

Return Time: 7:00PM

Check all that apply:
In-County: ☐ Out-of-County: ☐ *Overnight: ☒ *Out of State: ☐
*(Requires Board Approval)

Transportation: Walk: ☐ Parents Provide: ☐ Bus: ☒ Number of Buses: 1

Cost for each student: $ 0

Means of funding: Athletics Budget

Educational Purpose: Varsity Sport

Teacher Signature: Douglas Martin Date: 10-25-23

Request Approved: ✓ Request Not Approved: _____

Principal's Signature: Heather Whitlow Date: 10/25/23

Superintendent Signature: [signature] Date: 10/26/23

*School Board Approved: [signature] Date: 10/26/23

IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.
To help Administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

FIELD TRIP REQUEST FORM

Maryville City Schools

School: MHS

Grade/Course/Team/Organization: Varsity Baseball

Coordinating Teacher(s): Adam Sullivan

Trip Date: 3/9/24 - 3/15/24

Destination: Gulf Shores, AL

Cost Per Student: $0

Cost Per Adult: $2000

Number of Attending Students: ~18

Number of Attending Adults: 5

Departure Time: 3/9/24 ~ 7 a.m.

Return Time: 3/15/24 ~7 p.m.

Is this an overnight trip? Yes

*overnight trips require board approval

Funding Source: Parents & Baseball

*for trips requiring board approval

Is a school nurse required to attend? YES ☐ NO ☒

Transportation: ☐ Walk ☒ Cars ☐ Bus ☐ SPED Bus Number of Buses _____

Bus Service Provider:

Trip Justification: Spring Break Baseball Tournament

Trip Coordinator's Signature: C. Ad

Principal's Signature: Heather Mitchell

Director of Schools Signature: Mb Wmith Date: 11/6/23

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval: PO#:

_____ Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: 12th/11th Department/Team: English Department

Coordinating Teacher(s): Rachel Rushworth-Hollander

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____ Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

FIELD TRIP REQUEST FORM
Maryville City Schools

A6

School: CGIS Grade/Course/Team/Organization: Leadership Team
Coordinating Teacher(s): Barbara Taylor, Carol Borstelmann, Shyson Mysinger, John Riddle
Trip Date: 4/30 - 5/3/24 Destination: Charleston, SC
Cost Per Student: $765.00 Cost Per Adult: Ø
Number of Attending Students: 48 Number of Attending Adults: 8
Departure Time: 6:00am Return Time: 6:00 pm
Is this an overnight trip? ☒ Yes ☐ No *overnight trips require board approval
Funding Source: Student *for trips requiring board approval
Is a school nurse required to attend? ☒ Yes ☐ No * Working on lining up our own dr.
Transportation: ☐ Walk ☐ Cars ☒ Bus ☐ SPED Bus Number of Buses 1
Bus Service Provider: Rocky Top
Trip Justification: Leadership Trip
Trip Coordinator's Signature: Barbara Taylor
Principal's Signature: Damora Duff
Director of Schools Signature: MB Wmith Date: 11/7/23
School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:
PO#: _____
Please Initial Below:
Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: ✓

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL
COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: 6-7 Department/Team: Leadership
Coordinating Teacher(s): Taylor, Borstelmann, Mysinger, Riddle
Field Trip Destination: Charleston, SC
Final Count of Students Paying: 48
Final Count of Students Waived: Ø
Final Count of Adults Paying: Ø
Signature of Person Verifying: Barbara Taylor

FOR BOOKKEEPER TO COMPLETE:
Amount Donated: _____
Total Paid by Students: _____
Total Paid by Adults: _____

FIELD TRIP REQUEST FORM
Maryville City Schools

chool: MHS Grade/Course/Team/Organization: Maryville Girls Wrestling

oordinating Teacher(s): Dan Sinclair

rip Date: 12-1-23/12-2-23 Destination: Clarksville TN West Creek High School

ost Per Student: 0 Cost Per Adult: 0

umber of Attending Students: 8 Number of Attending Adults: 2

eparture Time: 1600 Return Time: 2200

; this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval

unding Source: donations, boosters *for trips requiring board approval

; a school nurse required to attend? ☐ Yes ☑ No

ransportation: ☐ Walk ☑ Cars ☐ Bus ☐ SPED Bus Number of Buses _____

us Service Provider: _____

rip Justification: wrestling tournament

rip Coordinator's Signature: [signature]

rincipal's Signature: [signature]

irector of Schools Signature: [signature] Date: 11/13/23

chool Board Approval, as applicable: _____ Date: _____

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o Be Completed After Approval:

O#: _____

lease Initial Below:

afe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL
COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

rade: _____ Department/Team: _____

oordinating Teacher(s): _____

ield Trip Destination: _____

inal Count of Students Paying: _____

inal Count of Students Waived: _____

inal Count of Adults Paying: _____

ignature of Person Verifying: _____

OR BOOKKEEPER TO COMPLETE:

mount Donated: _____

otal Paid by Students: _____

otal Paid by Adults:

FIELD TRIP REQUEST FORM
Maryville City Schools

A8

School: CGIS Grade/Course/Team/Organization: Liaisons

Coordinating Teacher(s): Barbara Taylor, Dr. Ramona Bost

Trip Date: 3/26 - 3/27/24 Destination: Nashville, TN

Cost Per Student: Ø Cost Per Adult: Ø

Number of Attending Students: 4 Number of Attending Adults: 2

Departure Time: 12:30 Return Time: 6:00 pm

Is this an overnight trip? [X] Yes [ ] No *overnight trips require board approval

Funding Source: School funds *for trips requiring board approval

Is a school nurse required to attend? [ ] Yes [X] No

Transportation: [ ] Walk [X] Cars [ ] Bus [ ] SPED Bus Number of Buses _____

Bus Service Provider: _____

Trip Justification: Last rounds of Ace of Shakes competition

Trip Coordinator's Signature: Barbara Taylor

Principal's Signature: Ramona Bost

Director of Schools Signature: Mike Winsby Date: 11/15/23

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:

PO#: _____

Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: ✓

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: 5-7th Department/Team: Leadership

Coordinating Teacher(s): Barbara Taylor, Ramona Bost

Field Trip Destination: Nashville

Final Count of Students Paying: Ø

Final Count of Students Waived: Ø

Final Count of Adults Paying: Ø

Signature of Person Verifying: Barbara Taylor

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**School Board Legislative Involvement**	**1.105**	**12/18/23**
		Rescinds:	Issued:

The Board shall work for the passage of new laws designed to improve public education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws and for the defeat of proposed laws that impede this cause.

To accomplish this:

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to their elected representatives at both the state and national level;

2. The Board shall work with other school boards in the state, other local officials, and community groups in creating public awareness and support for legislative priorities;

3. The Board shall annually select one (1) of its members to serve as its legislative liaison;

4. The Board shall work with its legislative liaison, TSBA, and other concerned groups in developing an annual legislative program; and

5. The Board shall include in its budget appropriate resources to cover costs, including travel expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

Maryville City Board of Education

Monitoring: **Review: Biennially in September**	Descriptor Term: **Revenues**	Descriptor Code: **2.400**	Issued Date: **12/18/23**
		Rescinds: **2.400**	Issued: **11/05/18**

General

Any money collected by any school shall be documented with a receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunchrooms, athletics, entertainments, school clubs, fees, concessions, and all fundraising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.[1]

~~The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.~~[2]

FEES

School fees may be expended only for the purposes for which they were collected. The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.[2] School fees shall be waived for students who receive free or reduced-price lunches.[3] No student will be penalized for nonpayment of any school fee.

FINES

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,[5] including textbooks, library books, equipment, and buildings. All money collected as fines shall be placed in the internal school fund.

TUITION INCOME

Tuition collected from nonresident students shall be placed in the district general purpose fund.

RENTAL INCOME

All money collected for use of a particular school facility or other school property shall be placed in the internal school fund.

GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.[4]

COLLECTION OF FUNDS THROUGH ONLINE PAYMENT[6]

Approved district staff may utilize SchoolCash Online, MySchoolBucks, and Square for electronic transactions. The Director of Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis. At the individual school level, the principal shall oversee the collection of funds and submit a plan that includes the following:

1. *Adequate supporting documentation for the electronic collection method including a plan to provide a total daily receipt summary;*

2. *Methods of providing receipts to payers;*

3. *Information on maintaining and inspecting any voided receipts; and*

4. *How daily electronic collections shall be reconciled with the total daily receipt summary and who will be assigned to complete this task.*

The Director of Schools/designee shall determine whether a processing fee for online transactions will be charged on a case-by-case basis.

The Director of School/designee shall establish adequate internal controls to ensure compliance with the Tennessee Internal School Funds Manual.

Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual,* Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual,* Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual,* Section 5-8

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in September	**Fundraising Activities**	**2.601**	**12/18/23**
		Rescinds: **2.601**	Issued: **02/08/21**

General

The following general guidelines shall be followed:[1]

1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for replacing funds which are the responsibility of the Board.

2. Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' office in order to visit the schools.

3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.

4. The principal must obtain written approval from the Director of Schools or his/her designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, must have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:[2]

    a. A list of the proposed fundraising activities;

    b. Purpose of the fundraising activity;

    c. Proposed uses of funds raised;

    d. Expected student involvement in fundraising activity (school-wide, individual class, or club); and

    e. Margin of profit and how it is to be paid to the school.

5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the Board's required contributions.

6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.

7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

ONLINE FUNDRAISING[1]

Individual schools may establish school-wide online fundraising accounts. The accounts must meet all fundraising requirements established by the Board and the *Tennessee Internal School Uniform Accounting Policy Manual.* The principal or his/her designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel.

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser. Online fundraising shall not be used on behalf and for the benefit of an outside party.

FUNDRAISING FOR NONEDUCATIONAL PURPOSES[3]

On approval of the principal, an employee may be authorized to raise and use funds for the following noneducational purposes:

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, donations, or other revenue sources approved by the Director of Schools.

The Director of Schools shall develop administrative procedures regarding the receipt, disbursement, accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the procedures are consistent with board policy and state law and disseminate them to all employees.

RECORDKEEPING[1]

The Director of Schools/designee shall ensure that the appropriate records are maintained for each fundraising activity and shall be responsible for collecting and maintaining the appropriate documents that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. TCA 49-2-134

Cross References

School Support Organization 2.404
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in September	**Credit Cards/Credit Lines**	**2.8051**	**12/18/23**
		Rescinds: **2.8051**	Issued: **11/05/18**

District credit cards shall be maintained by the Director of Schools/designee through procedures developed and maintained in the district office for the purchase of appropriate goods and services for district or school related purposes only.[1] The credit cards will be kept in a secure location, and the account number will remain confidential.

The Director of Schools/designee shall review and approve card transactions. Purchases which are not approved by the Director of Schools or the Director of Finance will be reimbursed to the district within ten (10) days of notification.

AUTHORIZED USE

Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use of a credit card/credit line shall be grounds for disciplinary action, including termination of employment. Cash advances using district credit cards are prohibited.

Any school employee that purchases items with the credit card or any approved credit line must follow the procedures outlined below:

- Original receipts for each purchase must be turned into bookkeeper within three (3) working days of purchase;
- If the credit card is used to pay for a conference or training, a copy of the registration form must be turned in;
- The bookkeeper or a separate employee must check off on purchases and the physical inventory that is purchased;
- All purchases must be district or school related purchases; and
- Under no circumstances will the credit card/credit line be used to make personal purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**Promotion and Retention**	**4.603**	**12/18/23**
		Rescinds: **4.603**	Issued: **10/17/22**

General

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.[1]

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:[2]

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;[3]
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

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

1. Lack of instructional availability; or
2. Additional information acquired after results of local assessment, screening, or monitoring are released.

PROMOTION PLANS[5]

When a student is considered for retention, the student's parent/guardian shall be notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third grade will include additional requirements for promoting students in this grade. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third grade.[6]

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.[7]

RETENTION[6]

A student may be retained when such retention is in the best interest of the student or when retention is required per additional requirements for students in third *and fourth* grades. However, a student shall not be retained more than once in any grade.

Decision of Retention – General[8]

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;

2. Additional instructional time;

3. Individual tutoring;

4. Modification to the student's classroom assignment to ensure the student receives instruction from a highly effective teacher; or

5. Attendance or truancy interventions.

Decision of Retention – Third Grade[9]

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of "met expectations" or "exceeded expectations") in English language arts (ELA) based on the student's most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of "approaching expectations" on the ELA portion of the student's most recent TCAP test may be promoted if:

    a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
    b. The student was previously retained in grades K-3;
    c. The student is retested before the next school year and scores proficient in ELA;
    d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
    e. The student receives tutoring for the entirety of the next school year in accordance with state law.
    f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.

2. A student in third grade receiving a performance level rating of "below expectations" on the ELA portion of the student's most recent TCAP test may be promoted if:

    a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
    b. The student was previously retained in grades K-3;
    c. The student is retested before the next school year and scores proficient in ELA; or
    d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade[9]

A student required to receive tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.

A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities[10]

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

PROMOTION AND RETENTION – GRADES 9-12

Each student is a member of a cohort group determined by the year they entered 9th grade. Students will progress through grades 9-12 with their cohort group. Those not meeting graduation requirements at the end of the eighth term will be retained as a 12th grader.

APPEALS[7,11]

For students where retention is required per the additional requirements for students in third and fourth grades, parent(s)/guardian(s) may appeal this decision in accordance with state law.[12]

For all other grade levels, when a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within five (5) days. The student and 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 shall conduct a hearing within ten (10) business days to determine if the student will be promoted.

Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Director of Schools/designee. The appeal shall be heard no later than ten (10) business days after the request for appeal is received.

Within five (5) business 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.

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600