

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, JULY 15, 2024
CENTRAL OFFICE MULTI-PURPOSE ROOM

- I. CALL TO ORDER** **CHAIR ELDER**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
- II. ADOPT AGENDA**
- III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- IV. CONSENT AGENDA ITEMS**
1. Approve Minutes of June 10, 2024, meeting (Attachment)
 2. Approve Nearpod renewal - \$28,570.08 – Funding Source: Reg Education Software (Attachment A1)
- V. AGENDA ITEMS**
1. Consider a two-year contract extension for the Director of Schools (Attachment B1)
 2. Consider new Board Policy 4.214 – Use of Artificial Intelligence Programs – first reading (Attachment B2)
 3. Consider changes to Board Policy 1.501 – Visitors to the Schools – first reading (Attachment B3)
 4. Consider changes to Board Policy 2.400, 2.403, 2.806, 3.205, 3.400, 4.213, 4.300, 4.301, 4.302, 4.403, 4.600, 4.603, 5.307, 5.802, 6.203, 6.3041, 6.309, 6.316, 6.318, 6.4052, and 6.409 – first reading (Attachment B4)
- VI. REPORTS FROM DIRECTOR OF SCHOOLS**
- VII. RECOGNITION OF STAFF AND STUDENTS**
- VIII. COMMENTS FROM BOARD MEMBERS**
- IX. ADJOURN**

Upcoming meeting dates:

August 19, 2024, 5:30 p.m., Central Office Multi-Purpose Room
September 9, 2024, 5:30 p.m., John Sevier Elementary School

Sales Order For:		Contact Information:	
Account	Maryville City Schools	Company Name	Nearpod, LLC
Address	833 LAWRENCE AVE MARYVILLE, Tennessee 37803 UNITED STATES	Address	2911 Peach Street Wisconsin Rapids, WI 54494
Contact	Kevin Myers	Nearpod Contact	Tiffani Gonzalez tiffani.gonzalez@nearpod.com
		Company Phone	305-677-5030
Service Start: 09/01/2024		Please Note: If you are a <i>Tax-Exempt Customer</i> , please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.	
Service End: 08/31/2025			
Ask your Nearpod Rep about locking in your rate for up to 3 years with multi-year pricing.			

PRODUCTS

Product	Quantity	List Price	Discount	Total
Nearpod Premium Plus - District	District Access	\$42,351.00	(\$13,780.92)	\$28,570.08
			Total	(USD) \$28,570.08

Special Terms:
Your renewal price for the 2025-2026 school year is expected to be \$31,427.10 Your renewal price for the 2026-2027 school year is expected to be \$34,569.80. The amount above is a promotional price based on a ramp up plan.

Product Description Detail

Nearpod Premium Plus - District

Nearpod Premium Plus - District:

Everything teachers need to deliver meaningful interactive learning experiences for every student, from formative assessments and dynamic media to ready-to-teach standards-aligned resources. Enjoy district-wide access to:

- Unlimited storage and larger class sizes
- Instructional planning, delivery, and collaboration tools
- 22,000+ interactive K-12 lessons, videos, and activities in the Nearpod Library
- Reporting, LMS, and & LTI integrations
- Dedicated support team

Training Policy

Training Cancellation Policy

Nearpod requests 48 hours notice to cancel or reschedule a confirmed session. If the session is not canceled but no one attends, this session will be considered expired.

Minimum Attendance Policy

Nearpod requests that at least 10 participants attend a confirmed training session. If there are fewer than 10 participants, the session may be modified and will not be recorded.

Free Training Resources

Access to daily public webinars, on-demand webinars and how-to resources and videos can be accessed here: <http://nearpod.com/resources>

PO Instructions: Please provide the following information on all POs submitted for an accepted Order

Required

- Vendor Name – Nearpod, LLC
- Customer Name
- PO Number
- Line items for each Product being purchased and the amount for each line item Product
 - If training is included with your order, please ensure it is a separate line item with an amount listed
- Total Amount of the complete Order to match Sales Order form

Requested but not Required

- Quote ID (If provided, it should match the Quote Number)
- Dates of Service

AMMENDMENT OF CONTRACT OF EMPLOYMENT
Between
MICHAEL S. WINSTEAD
And the
MARYVILLE CITY SCHOOLS BOARD OF EDUCATION

The BOARD, in accordance with its actions as found in the Minutes of its meeting held on the 15th day of July 2024, changed the following condition of the Director of Schools contract originally entered into on the 8th day of June 2020.

EXTENSION OF TERM OF CONTRACT - Extends the Director's employment contract until the 30th day of June 2028.

MICHAEL S. WINSTEAD
DIRECTOR OF SCHOOLS

DATE

JULIE S. ELDER
CHAIRMAN OF THE MARYVILLE CITY SCHOOL BOARD OF EDUCATION

DATE

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 08/19/24
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 Employees shall not place personally identifiable information, financial information, intellectual
7 property, or other confidential information into an AI system.

8 The Director of Schools shall incorporate training programs on AI into professional development for
9 district staff. This training shall focus on responsible use of AI and best practices for use in school
10 settings and include instruction regarding personally identifiable information and the need to comply
11 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
12 properly storing any data that is collected by the district in compliance with state and federal law.

13 **STAFF USE**

14 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
15 communications, notes, images, and the development of content for instructional or administrative
16 purposes, as well as analyzing data and information. The following requirements shall be adhered to
17 when using AI in the completion of work:

- 18 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
 - 19 a. Violate the terms of the use of the AI tool;
 - 20 b. Would mislead a supervisor or others as to the nature of the work; or
 - 21 c. Would be inconsistent with the teacher code of ethics;²
 - 22
- 23 2. Employees shall take all reasonable precautions to ensure the security of private student data
24 when utilizing AI programs;
- 25
- 26 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
27 order to reduce the risk of errors and inaccuracies;
- 28
- 29 4. Outputs shall not be incorporated into proprietary content or works.

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Maryville City Board of Education			
Monitoring: Review: Biennially in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 08/19/24
		Rescinds: 11.5	Issued: 10/15/18

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will register their presence. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.¹

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.²

VISITOR CONDUCT

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. *The Director of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.*³ *This code shall prohibit the following:*

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the district's website as well as the school's website, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school's administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of conduct.

1 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

2 The principal/designee has the authority to exclude from the school premises any persons disrupting
3 the educational programs in the classroom or in the school, disturbing the teachers or students on the
4 premises, or on the premises for the purpose of committing an illegal act.²

5 The principal shall contact law enforcement officials when he/she believes the situation warrants such
6 measures.

Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008; TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 08/19/24
		Rescinds: 2.400	Issued: 12/18/23

1 *General*

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

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

8 **FEES**

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

14 **FINES**

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

18 **TUITION INCOME**

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

20 **RENTAL INCOME**

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

23 **GRANTS**

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

1 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

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

- 6 1. Adequate supporting documentation for the electronic collection method including a plan to
7 provide a total daily receipt summary;
8
- 9 2. Methods of providing receipts to payers;
- 10
- 11 3. Information on maintaining and inspecting any voided receipts; and
- 12
- 13 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
14 who will be assigned to complete this task.

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

17 The Director of School/designee shall establish adequate internal controls to ensure compliance with
18 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: Review: Biennially in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 08/19/24
		Rescinds: 2.403	Issued: 09/16/19

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

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.² *Notice shall also be published on a news and information website in accordance with state law.*³

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).⁴

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.⁵

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

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

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

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

Legal References

1. [TCA 49-6-2006\(b\)\(3\)](#); [TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(c\)](#)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Maryville City Board of Education			
Monitoring: Review: Biennially in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 08/19/24
		Rescinds: 2.806	Issued: 10/16/23

1 All purchases of supplies, materials, equipment, and contractual services in excess of fifty thousand
2 dollars (\$50,000), including those of individual schools, shall be based on competitive bids.¹ These bids
3 shall be solicited by advertisement in a newspaper of general circulation within the school system *and*
4 *by publication on a news and information website in accordance with state law.*² The purchasing agent
5 shall advertise for bids and receive quotations. The advertisement may be waived by the purchasing
6 agent in an emergency.³

7 All purchases between \$10,000 and \$50,000, including those of individual schools, may be made in the
8 open market without newspaper notice, but shall, whenever possible, be based on at least three (3)
9 competitive bids.³

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
11 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by reasons
12 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 EXEMPTIONS FROM COMPETITIVE BIDDING

16 Contracts for legal services, educational consultants, *services from an insurance provider*, and similar
17 services by professional persons or groups of high ethical standards shall not be based upon
18 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

19 *Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market*
20 *without public advertisement or competitive bidding. Whenever possible, however, at least three (3)*
21 *documented quotes shall be obtained.*⁶

Legal References

1. [TCA 49-2-203\(a\)\(3\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
2. [Public Acts of 2024, Chapter No. 793](#)
3. [TCA 49-2-203\(a\)\(3\)\(A\)-\(B\); TCA 49-2-206\(b\)\(2\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
4. [TCA 49-2-203\(a\)\(3\)\(D\)\(i\)\(c\)](#)
5. [TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407](#)
6. [Public Acts of 2024, Chapter No. 661](#)

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/19/24
		Rescinds: 3.205	Issued: 07/17/23

1 *General*¹

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

- 4 1. Developing programs that contribute to the proper care and use of school facilities and
5 equipment;
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
7 facilities or equipment without appropriate supervision;
- 8 3. Controlling the issuance of keys; and
- 9 4. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

10 Exterior doors leading into a school building shall be locked at all times, and access to school buildings
11 shall be limited to the school's primary entrances during the school day as well as when students are
12 present outside of regular school hours.³

13 The primary entrances at each school will be determined by the principal and communicated to staff,
14 students, and parents. Factors used to determine primary entrances will include, but are not limited to,
15 arrival and dismissal procedures, proximity of doors to parking lots, and the need to transition from one
16 building to another during the school day.

17 The principal shall call law enforcement officials in cases involving illegal entry, *assault and battery*
18 *resulting in serious personal injury or involving the use of a weapon*, building damage, theft, or
19 vandalism *endangering life, health, or safety, or valid threats of mass violence*.⁴ The Director of Schools
20 or his/her designee is authorized to sign a criminal complaint and to press charges. The Director shall
21 report all signings of such complaints to the Board.

22 **AFTER SCHOOL HOURS**

23 Outside of regular school hours, if there is a need to unlock the doors during a school activity, a school
24 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

25 **LAW ENFORCEMENT SERVICES**¹

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

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

1. Any School Resource Officer (SRO) assigned under a memorandum must 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 the tenure of his or her assignment.
2. As a condition of assignment, any SRO must 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.⁵
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision, and discipline.
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Director of Schools to suspend the active participation of the SROs in the event the Director of Schools believes that such suspension is best for the health, safety, and/or wellbeing of the students and/or faculty members.

CYBERSECURITY⁶

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.

Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. [TCA 49-6-805\(9\)](#)

Cross References

Visitors to the Schools 1.501
 Inventories 2.702
 Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 08/19/24
		Rescinds: 6.1	Issued: 12/10/18

1 *General*

2 The Director of Schools shall contract annually or as otherwise authorized by the Board with individual
3 owners of buses to provide student transportation services. School buses shall be maintained and
4 operated in accordance with state law and in accordance with the specifications developed by the
5 Department of Education and approved by the Department of Safety.¹

6 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
7 appear on the rear bumper.² *Buses shall also include notice in a conspicuous place that only authorized*
8 *persons shall enter the bus. This notice shall include appropriate contact information in case of an issue*
9 *on the bus.*³

10 All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **RESPONSIBILITIES OF BUS OWNERS**

15 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
16 all times during the school year and shall conform to specifications as set forth by the State Board
17 of Education¹ and National Highway Traffic Safety Administration.

18 2. Each bus driver shall obey all applicable state rules and regulations.

19 3. A school bus owner shall give four weeks written notice to the Board when he/she wishes to
20 terminate his/her bus operation contract.

21 4. A school bus owner shall secure the approval of the Director of Schools before he/she may sell
22 a bus during the period of his/her contract. The sale of a bus does not obligate the Director of
23 Schools to enter into contract with the new owner.

24 5. Each school bus owner shall have on file in the Director of Schools' office a current statement of
25 liability and property damage insurance coverage carried on the bus.

26 6. Each school bus owner must specify for the Director of Schools' approval the name of the
27 designated driver and at least one substitute driver of his/her bus.

7. By the end of the first month of each school year, each bus owner shall file with the Director of Schools, on forms approved by the Board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.
8. Participate fully in the complaint process as outlined below.
9. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

SCHOOL BUS DRIVERS

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Director of Schools.⁴

Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.⁵

TRANSPORTATION SUPERVISOR⁶

The Director of Schools shall appoint a Transportation Supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The Transportation Supervisor shall complete a student transportation management training program upon appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of training annually.

The Director of Schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁷

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the Transportation Supervisor; and
2. Forms may be submitted in person, via phone call, mail, or email.
 - a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the Transportation Supervisor.

The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall submit a preliminary report to the Director of Schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall submit a final written report to the Director of Schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available on the district website.

RECORDKEEPING⁸

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/19/24
		Rescinds: 4.213	Issued: 08/09/21

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
- 26 is the child;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students; and
- 31

9. Address the legal aspects of sexual activity with emphasis on the rights of the student.

10. *Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.*³

*Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and human trafficking of children.*⁴

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

REPORTING²

At the beginning of each school year, the Director of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 08/19/24
		Rescinds: 4.300	Issued: 07/17/23

The following shall be adhered to:

1. All extracurricular activities and clubs must have the approval of the principal.
2. Each student activity must be under the guidance and direction of a staff member.
3. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.
4. Extracurricular activities shall only be open to students enrolled full-time in Maryville City Schools. *Guidelines for the participation of home school students in interscholastic athletics follow state law and TSSAA regulations.*
5. *Schools are authorized to charge a fee of up to two hundred fifty dollars (\$250) per student to participate in extracurricular activities and clubs. Any request to charge a fee exceeding this amount requires prior board approval.*
6. Secret organizations shall not be operated in any school.
7. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.¹
8. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
9. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.²
10. Ninth grade students are allowed to participate in extracurricular activities at Maryville High School.

STUDENT CLUBS & ORGANIZATIONS³

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

<Policy Title>

<Descriptor Code>

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Attendance 6.200

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/19/24
		Rescinds: 4.301	Issued: 08/09/21

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal/designee must accompany an athletic team on trips.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

Head coaches in football, basketball, baseball, softball, and track and field shall be full-time employees of Maryville City Schools.

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage and liability coverage, with the school system as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

SCHEDULING CONFLICTS

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board.⁷ This does not prevent the inclusion of regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
 3 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
 4 to the event.⁸

5 **SEVERE WEATHER⁴**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
 12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
 15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 18 guidelines. If a school is not a member with these organizations, home school students that are zoned
 19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 20 students.

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)

Cross References

Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Field Trips/Excursions/Competitions	Descriptor Code: 4.302 Rescinds: 4.302	Issued Date: 08/19/24 Issued: 02/11/19
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The Board encourages field trips and excursions when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals. The following will be considered before approving a field trip: (a) the value of the field trip to mastery of the learning objectives of the class; (b) the suitability of the activity and travel time for students; (c) the availability of transportation; (d) the cost.

The Director of Schools shall develop forms and procedures for submitting, reviewing, and approving requests for field trips. Any request for a field trip, excursion, or competition that requires students to travel out of state or stay overnight requires prior Board approval. *Schools are authorized to charge up to fifty dollars (\$50.00) per student for a field trip, excursion, or competition. Any request exceeding this amount requires prior Board approval.*

Teacher Promotion of Non-School Sponsored Trip or Activity

Teachers are encouraged to provide students with information about optional educational activities or trips that offer expanded learning opportunities. The following restrictions shall apply:

- The teacher must clearly state that the activity is not sponsored by Maryville City Schools and the system will not assume liability for any claim if a student opts to participate;
- If the teacher is to receive any benefit from student participation, the benefit must be clearly defined at the time information is initially presented;
- Student may not be penalized in any way for refusing to participate;
- The dispensing of information shall not interrupt or detract from normal classroom activity.

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 08/19/24
		Rescinds: 4.403	Issued: 07/17/23

1 General

2 The district's Library Media Specialists shall be responsible for library collection development. *The list*
3 *of library materials shall be posted online.* Library materials shall be reviewed to ensure the content
4 aligns with state law. Prior to the purchase of new materials, Library Media Specialists shall review the
5 age and maturity level along with the reading level of the selected items for suitability.¹

6 Library Media Specialists shall be responsible for periodically reviewing the district's library collection
7 in line with the standards established below.

8 STANDARDS²

9 The library collection shall adhere to the following criteria:

- 10 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 11
- 12 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 13 them. The determining factor will be based on an assessment of any mature themes or content
- 14 (i.e., violence, sexual content, vulgar language, substance abuse);
- 15
- 16 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 17
- 18 4. The collection as a whole shall offer a variety of viewpoints.

19 *Any materials that meet the following criteria shall be removed and excluded from the district's library*
20 *collection:*

- 21 1. *Contains nudity, patently offensive descriptions or depictions of sexual excitement or sexual*
22 *conduct, excess violence, or sadomasochistic abuse as defined in state law³;*
- 23
- 24 2. *Are patently offensive as defined in state law; or*
- 25
- 26 3. *Appeal to the prurient interest as defined in state law.*

COMPLAINTS⁴

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

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

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) working days. The review committee is appointed by the principal and may include certified library media personnel, classroom teachers, parents, and students.

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.*

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it 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. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the original complaint was received.

REMOVAL OF LIBRARY MATERIALS

If 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.

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 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

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

Maryville City Board of Education			
Monitoring: Review: Biennially, in August	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 08/19/24
		Rescinds: 4.600	Issued: 07/11/22

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with State Board of Education adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parent(s)/guardian(s).¹

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for each grade.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit and Capstone Industry Certification Aligned – four (4) percentage points; and

- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses, and *Dual Enrollment Courses* – five (5) percentage points.

LOTTERY SCHOLARSHIPS³

Each school counselor shall provide freshmen with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [TCA 49-4-904, 905, 907](#)
4. [TCA 49-4-932\(f\)](#)

Cross References

Alternative Credit Options 4.209
 Credit Recovery 4.210
 Reporting Student Progress 4.601
 Honor Roll, Awards, & Class Ranking 4.602
 Promotion and Retention 4.603
 Transcript Alterations 4.608

Maryville City Board of Education

Monitoring: Review: Biennially, in August	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 08/19/24
		Rescinds: 4.603	Issued: 12/18/23

1 *General*

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

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

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Lack of instructional availability; or
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released.

1 ***VOLUNTARY RETENTION***

2 *A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain*
3 *his/her student in the current grade level if:*

- 4 *1. The student has a documented academic or behavioral delay; and*
- 5
- 6 *2. The parent/guardian believes that retention may benefit the student.⁵*

7 **PROMOTION PLANS⁶**

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

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

21 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
22 promoted to the next grade level unless retention is required per additional requirements for students in
23 third grade.⁷

24 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
25 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
26 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
27 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
28 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
29 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
30 year.⁸

31 **RETENTION⁷**

32 A student may be retained when such retention is in the best interest of the student or when retention is
33 required per additional requirements for students in third and fourth grades.

34 *Decision of Retention – General⁹*

35 If a student is retained, the Director of Schools/designee shall develop an individualized academic
36 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.

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained. The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

Decision of Retention – Third Grade¹⁰

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 Grade¹⁰

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

- 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and*
- 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.*

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.*
- 2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.*
- 3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:*
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or*
 - b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.*

Decision of Retention – Students with Disabilities¹¹

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.

1 ***APPEALS***^{8,12}

2 *When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision*
 3 *to retain the student and provided with information on the right to appeal the decision. Appeals shall be*
 4 *made to a committee appointed by the principal within five (5) business days. The student and his/her*
 5 *parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given*
 6 *the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business*
 7 *days to determine if the student will be promoted and issue such decision within five (5) business days*
 8 *of the hearing. Upon notification of the committee decision, the principal shall send written notification*
 9 *to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise*
 10 *parent(s)/guardian(s) of their right to appeal such action within five (5) business days to the Director of*
 11 *Schools/designee.*

12 *The appeal shall be heard no later than ten (10) business days after the request for appeal is received.*
 13 *A decision shall be issued within five (5) business days.*

14 *For students where retention is required per the additional requirements for students in third and*
 15 *fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³*

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. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [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

Maryville City Board of Education			
Monitoring: Review: Biennially, in September	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/19/24
		Rescinds: 5.307	Issued: 07/17/23

1 *General*

2 Employees shall be notified of their right to report a physical assault to the appropriate law
3 enforcement agency.¹

4 A employee who is absent from assigned duties as a result of personal injury caused by physical
5 assault or other violent criminal acts committed in the course of the employee's employment duties
6 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
7 return to work or his/her physician determines the employee is permanently unable to return to work.
8 Hourly employees shall receive an amount representing the average number of hours the employee
9 works for the district per pay period along with their full benefits, if available, until the employee is
10 released by his/her physician to return to work or his/her physician determines the employee is
11 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
12 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

13 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
14 difference between that amount and the employee's full salary or average pay, as applicable.² The
15 district shall pay the full salary or average salary, or the difference between the employee's full salary
16 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
17 (1) year.

18 **PHYSICIAN STATEMENT**

19 A signed statement listing the cause of the absence shall be provided by the employee on forms
20 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
21 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
22 may also be required to verify the extent of the injury.³

23

Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)
3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Maryville City Board of Education			
Monitoring: Review: Biennially, in September	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 08/19/24
		Rescinds: 5.802	Issued: 02/11/19

1 **QUALIFICATIONS**

2 The Director of Schools must satisfy all requirements specified in state law and established by the
3 Board.

4 **REPORTS TO:** The Board of Education

5 **SUPERVISES:** All administrative and supervisory personnel in the district

6 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
7 programs and services

8 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
9 extend to all activities of the district, to all phases of the educational program, to all aspects of the
10 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
11 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
12 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

13 **ESSENTIAL FUNCTIONS**

14 **General Administrative**

- 15 1. Provides leadership in identification of priorities and assures that all activities reflect those
16 board-established priorities.
- 17 2. Prepares and recommends short and long-range plans for Board approval and implements those
18 plans when approved.
- 19 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
20 requiring board action, including all facts, information, options, and reports needed to assure
21 informed decisions. Provides advice and counsel to the Board on matters before it.
- 22 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
23 of the proceedings of all meetings of the Board and of its official acts.
- 24 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
25 Recommends policies or courses of staff action.

6. Develops administrative procedures to implement board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board of Education.¹

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the public school funds, and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Personnel Administration

1. Establishes lines of authority which shall be approved by the Board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly, or through delegation, all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.

7. Evaluates principals annually.

8. *Inform the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.*²

Instructional Leadership

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.

2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.

3. Oversees the timely revisions of all curriculum guides and courses of study.

4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.

6. Seeks out available sources for grant funding to support programs and projects.

7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.

2. Identifies available community resources and links to social service agencies that support education and healthy child development.

3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.

4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school district and its interests in community organizations, activities, and projects.

TERMS OF EMPLOYMENT: Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. [TCA 49-2-301](#)
2. [TRR/MS 0520-02-03-.09\(2\); TCA 49-5-417\(c\); TCA 49-5-106\(f\); Public Acts of 2024, Chapter No. 577](#)

Cross References

Executive Committee 1.301
 Board-Media Relations 1.502
 Administrative Procedures 1.601
 Administrative Committees 1.602
 Administrative Reports 1.603
 School District Planning 1.701
 Job Descriptions 5.103
 Application and Employment 5.106
 Evaluation of the Director of Schools 5.803

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: School Admissions	Descriptor Code: 6.203 Rescinds: 10.16	Issued Date: 08/19/24 Issued: 05/13/19
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1 Any student entering school for the first time shall present:

- 2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 3
- 4 2. Evidence of a current medical examination;² and
- 5
- 6 3. Evidence of state-required immunizations or exemption as authorized by state law.³

7 The name used on the records of a student entering school shall be the same as that shown on the birth
 8 certificate unless evidence is presented that such name has been legally changed through a court as
 9 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the
 10 name used on the records of such student will be the same as that shown on documents which are
 11 acceptable to the school principal as proof of date of birth.⁴

12 A child whose care, custody, and support have been assigned to a resident of the district by a power of
 13 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
 14 filed with the district office.⁵

15 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
 16 guardian(s) moves his/her residence into the school system.

17 ***ADJUDICATED DELINQUENT STUDENT***⁶

18 *A principal or principal's designee may ask a parent/guardian in writing if their student has been*
 19 *adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student*
 20 *first enrolling in the school and when any such student:*

- 21 1. *Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or*
- 22
- 23 2. *Changes schools within this state.*

24 This information shall be shared only with school employees who have responsibility for classroom
 25 instruction of the student, the school counselor, social worker, or psychologist who is developing a
 26 plan for the student while in the school, and the school resource officer. Such information is otherwise
 27 confidential and shall not be released to others, and the written notification shall not become a part of
 28 the student's record.⁷

1 **PROOF OF RESIDENCY**

2 Parents/legal guardians/custodians having lawful control of students (proof of legal custody shall be
3 required) must provide proof of residence in the Maryville City School District in order to enroll a
4 child. The Director of Schools shall develop administrative procedures and forms, consistent with
5 state law and the City of Maryville Charter, for verifying residency within the corporate limits of
6 Maryville.

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\); 20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051: Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 08/19/24
		Rescinds: 6.3041	Issued: 01/16/24

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Title: Amy Vagnier, Assistant Director of Schools

18 Mailing address: 520 S. Washington Street, Maryville, TN 37804

19 Phone number: 865-982-7121

20 Email: amy.vagnier@maryville-schools.org

21 **DEFINITIONS⁴**

22 "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 "Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

1 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 2 1. A school district employee conditioning an aid, benefit, or service of an education program or
3 activity on an individual’s participation in unwelcome sexual conduct;
4
- 5 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
6 objectively offensive that it effectively denies a person equal access to the education program
7 or activity; or
- 8 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
9 law.

10 Behaviors that constitute sexual harassment may include, but are not limited to:

- 11 1. Sexually suggestive remarks;
12
- 13 2. Verbal harassment or abuse;
14
- 15 3. Sexually suggestive pictures;
16
- 17 4. Sexually suggestive gesturing;
18
- 19 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
20
- 21 6. Subtle or direct propositions for sexual favors; and
22
- 23 7. Touching of a sexual nature.

24 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
25 opposite sex or the same sex.

26 “Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered
27 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
28 to, the following:

- 29 1. Counseling;
30
- 31 2. Course modifications;
32
- 33 3. Schedule changes; and
34
- 35 4. Increased monitoring or supervision.

36 The measures offered to the complainant and the respondent shall remain confidential to the extent that
37 maintaining such confidentiality would not impair the ability of the school district to provide the
38 supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.¹⁰

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.¹³

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁵

Investigations¹⁶

The Title IX Coordinator shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Assistant Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Assistant Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁷
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility¹⁹

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²⁰ The clear and convincing evidence standard shall be used in making this determination.²¹

The Assistant Director of Schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS²²

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

1 RETALIATION²³

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309 Rescinds: 6.309	Issued Date: 08/19/24 Issued: 07/17/23
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In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:¹

WEAPONS & DANGEROUS INSTRUMENTS

Firearms (State Zero Tolerance Statute)²

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁷

Weapons other than firearms (Local Zero Tolerance Policy)

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.⁹

Dangerous weapons for the purposes of this policy shall include, but are not limited to, anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.¹⁰

Violators of this section shall be expelled for a period of not less than ninety (90) days. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁷

DRUGS AND ALCOHOL

Drug Possession (State Zero Tolerance Statute)³

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁷

1 Local Zero Tolerance Policy

2 Students shall not consume, possess, use, sell, distribute, or be under the influence of alcoholic
3 beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-
4 sponsored activity, function, or event, whether on or off school grounds.

5 Students shall not be under the influence of illegal drugs in school buildings, on school
6 grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event,
7 whether on or off school grounds. This includes but is not limited to abuse of inhalants and
8 prescription drugs.

9 Students shall not possess, sell, or distribute drug paraphernalia, including, but not limited to,
10 vape pens/products uses with or associated with evidence of THC and/or CBD products.

11 Students shall not use or be under the influence of products containing or marketed as
12 containing any level THC and/or CBD. For controlled substance possession, see the State Zero
13 Tolerance section above.

14 Violators of this section shall be expelled for a minimum of ninety (90) days. The Director of
15 Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

16 **ASSAULT** (State Zero Tolerance Statute)

17 In accordance with state law, any student who commits aggravated assault⁴ or commits assault
18 that results in bodily injury⁵ upon any teacher, principal, administrator, any other employee of
19 the school, or school resource officer shall be expelled for a period of not less than one (1)
20 calendar year. The Director of Schools shall have the authority to modify this expulsion
21 requirement on a case-by-case basis.⁷

22 **THREAT OF MASS VIOLENCE**⁶ (State Zero Tolerance Statute)

23 In accordance with state law, any student who makes a valid threat of mass violence on school
24 property or at a school-related activity as determined by a threat assessment team shall be
25 expelled for a period of not less than one (1) calendar year. The Director of Schools shall have
26 the authority to modify this expulsion requirement on a case-by-case basis.⁷

27 Students that commit zero tolerance offenses may be assigned to an alternative school or program at
28 the discretion of the Director of Schools.⁷

29 **NOTIFICATION**

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

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; TCA 49-6-3401\(g\)\(2\)\(D\); Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\); TCA 49-6-3402](#)
8. [TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961\(h\)\(1\); Public Acts of 2024, Chapter No. 882](#)

Cross References

Threat Assessment Team 3.204
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

Maryville City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 05/19/24
		Rescinds: 6.316	Issued: 05/13/19

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any
9 school;
- 10 4. Willful or malicious damage to real or personal property of the school or the property of any
11 person attending or assigned to the school;
- 12 5. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
- 13 6. Marking, defacing, or destroying school property;
- 14 7. Possession of a pistol, gun, or firearm on school property;²
- 15 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 16 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
17 obscene, or threatening language;
- 18 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 19 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 20 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
21 explosive or destructive device including chemical weapons on school property or at a school
22 sponsored event, *or an invalid threat of mass violence*;⁵
- 23 13. One (1) or more students initiating a physical attack on an individual student on school property
24 or at a school activity, including travel to and from school;
- 25 14. *Assault against a school employee as defined in state law*;⁶

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

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

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

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

If, as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.⁷

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

1. Student's suspension;

2. Cause for the suspension; and

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

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.⁸

SUSPENSIONS LONGER THAN FIVE DAYS⁹

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

SUSPENSIONS LONGER THAN TEN DAYS¹⁰

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

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board.

SCHOOL-SPONSORED EVENTS⁶

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

Legal References

1. [TCA 49-2-203\(a\)\(7\); TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101; TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(c\)\(3\)](#)
10. [TCA 49-6-3401\(c\)\(4\)](#)
11. [TCA 49-6-3401\(a\)-\(c\); *Goss v. Lopez*, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)

Cross References

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

Maryville City Board of Education

Monitoring: Review: Biennially, in March	Descriptor Term: Admission of Suspended, Expelled, or Remanded Students	Descriptor Code: 6.318 Rescinds: 6.318	Issued Date: 08/19/24 Issued: 07/11/22
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The Board may deny admission of any student (except those in state custody) who has been expelled, suspended, or remanded from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension/expulsion/remandment from the former school district. The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

The Board shall not deny enrollment beyond the length of the imposed suspension, expulsion, or remandment.

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended, expelled, or remanded from the former school system.²

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\). \(h\)](#)

Cross References

School Admissions 6.203
Student Records 6.600

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052 Rescinds: 6.4052	Issued Date: 08/19/24 Issued: 05/13/19
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1 General

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure
 3 locations to be administered to any student believed to be having a drug overdose.¹ *The opioid*
 4 *antagonist shall be stored in accordance with the manufacturer's instructions.*² School nurses and
 5 other school personnel expected to provide emergency care to students shall be trained according to the
 6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
 7 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing
 8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
 10 antagonist while the person is on school property or attending a school-sponsored activity held at a
 11 location that is not school property.²

12 PARENTAL NOTIFICATION

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
 14 has been administered.

15 PROCEDURES

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
 17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 05/19/24
		Rescinds: 6.409	Issued: 07/11/22

1 *General*

2 The Director of Schools shall:¹

- 3 1. *Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional*
4 *employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school*
5 *and submit this information to the Department of Children's Services;*
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
- 9 3. Supply the Coordinator with all necessary resources;
10
- 11 4. Ensure that all school employees working directly with students annually complete the child
12 abuse training program required by state law.²

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law
19 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
21 prior to notifying the Coordinator.⁵

22 The report shall include, to the extent known by the reporter:⁶

- 23 1. The name, address, telephone number, and age of the child;
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;
26
- 27 3. The nature and extent of the abuse or neglect; and
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
30 abuse or neglect.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁶ including permitting *DCS* teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Att'y. Gen. No. 87-101 \(June 9, 1987\)](#)

Cross References

Recommendations and File Transfers 5.203
 Staff-Student Relations 5.610
 Interrogations and Searches 6.303
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Promoting Student Welfare 6.400