Regular Meeting of the Trousdale County Board of Education
Thursday, June 19, 2025
Trousdale County Board of Education
103 Lock Six Road
Hartsville, TN 37074

Attendance Taken at 6:01 PM.

Robert Atwood:	Present
Deanna Bode:	Present
John Kerr:	Present
Racheal Petty:	Present
Chris Woodard:	Present

1. AGENDA:

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

1.B. Invocation – John Kerr, Chairman

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

1.D. Time for Public Comment

1.E. Invitation for audience to address items on the Agenda

1.F. Approval of the Agenda for June 19, 2025
Approval of the June 19, 2025, Agenda passed with a motion by Racheal Petty and a second by Chris Woodard.

Chris Woodard:	Yea
Deanna Bode:	Yea
John Kerr:	Yea
Racheal Petty:	Yea
Robert Atwood:	Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for June 19, 2025
Approval of the June 19, Consent Agenda passed with a motion by Deanna Bode and a second by Robert Atwood.

Chris Woodard:	Yea
Deanna Bode:	Yea
John Kerr:	Yea
Racheal Petty:	Yea
Robert Atwood:	Yea

2.B. Approval of Minutes from May 14, 2025

2.C. Approve Overnight Field Trip Requisition - High School Cheerleader Camp - Attachment A

2.D. Approve Middle School Cheerleader Fundraiser - Summer Camp – Attachment B

2.E. Approve Middle School Cheerleader Fundraiser - Calendar Donations – Attachment C

2.F. Approve FY26 Food Service Bids – Attachment D

2.G. Approve FY26 Federal Project Budgets – Attachment E

2.H. Approve New School Bus Bid – Attachment F

2.I. Approve Executive Decision - Budget Amendment 141-71100 Regular Instruction Program

Amend the 2024-25 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46513	TISA On-behalf Payments		17,000.00
GRAND TOTALS				**$17,000.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	595	TISA On-behalf Payments		17,000.00
GRAND TOTALS				**$17,000.00**

2.J. Approve Executive Decision - Budget Amendment 141-71200 Special Education Program

Amend the 2024-25 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46513	TISA On-behalf Payments		10,375.00
GRAND TOTALS				**$10,375.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71200	Special Education Program		
	595	TISA On-behalf Payments		10,375.00

GRAND TOTALS				**$10,375.00**

2.K. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	201	Social Security		6,000.00
GRAND TOTALS				**$6,000.00**

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	163	Educational Assistants		6,000.00
GRAND TOTALS				**$6,000.00**

2.L. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	204	State Retirement		114,000.00
	71200	Special Education Program		
	204	State Retirement		11,200.00
	71300	Vocational Education Program		
	204	State Retirement		6,500.00
	72120	Health Services		
	204	State Retirement		6,400.00
	72130	Other Student Support		
	204	State Retirement		2,400.00
	72210	Regular Instruction Program		
	204	State Retirement		2,650.00
	72410	Office of the Principal		
	204	State Retirement		3,300.00
	73400	Early Childhood Education		
	204	State Retirement		2,225.00
GRAND TOTALS				**$148,675.00**

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		114,000.00
	71200	Special Education Program		
	217	Retirement - Hybrid Stabilization		11,200.00
	71300	Vocational Education Program		
	217	Retirement - Hybrid Stabilization		6,500.00
	72120	Health Services		
	217	Retirement - Hybrid Stabilization		6,400.00
	72130	Other Student Support		
	217	Retirement - Hybrid Stabilization		2,400.00
	72210	Regular Instruction Program		
	217	Retirement - Hybrid Stabilization		2,650.00
	72410	Office of the Principal		
	217	Retirement - Hybrid Stabilization		3,300.00
	73400	Early Childhood Education		
	217	Retirement - Hybrid Stabilization		2,225.00
GRAND TOTALS				**$148,675.00**

2.M. Approve Budget Amendment 141-71300 Vocational Education Program

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	71300	Vocational Education Program		
	429	Instructional Supplies & Materials		425.00
GRAND TOTALS				**$425.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71300	Vocational Education Program		
	116	Teachers		425.00
GRAND TOTALS				**$425.00**

2.N. Approve Budget Amendment 141-72120 Health Services

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	72120	Health Services		

	429	Instructional Supplies & Materials		600.00
GRAND TOTALS				**$600.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72120	Health Services		
	399	Other Contracted Services		600.00
GRAND TOTALS				**$600.00**

2.O. Approve Budget Amendment 141-72130 Other Student Support

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	72130	Other Student Support		
	116	Teachers		3,725.00
GRAND TOTALS				**$3,725.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72130	Other Student Support		
	207	Medical Insurance		3,000.00
	307	Communication		400.00
	399	Other Contracted Services		325.00
GRAND TOTALS				**$3,725.00**

2.P. Approve Budget Amendment 141-72320 Director of Schools

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	72320	Director of Schools		
	435	Office Supplies		300.00
	524	Inservice/Staff Development		700.00
GRAND TOTALS				**$1,000.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				

CREDIT EXPENDITURES	72320	Director of Schools		
	399	Other Contracted Services		1,000.00
GRAND TOTALS				**$1,000.00**

2.Q. Approve Budget Amendment 141-73300 Community Services

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	73300	Community Services		
	188	Bonus Payments		2,414.61
	189	Other Salaries & Wages		1,548.50
	429	Instructional Supplies & Materials		520.00
GRAND TOTALS				**$4,483.11**

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73300	Community Services		
	163	Educational Assistants		3,603.11
	399	Other Contracted Services		150.00
	422	Food Supplies		730.00
GRAND TOTALS				**$4,483.11**

2.R. Approve Budget Amendment 141-73300 Community Services

Amend the 2024-25 141 General Purpose School Budget by debiting Line Item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	73300	Community Services		
	162 LEAPS	Clerical Personnel		406.66
	201 LEAPS	Social Security		765.00
	212 LEAPS	Employer Medicare		28.00
	429 LEAPS	Instructional Supplies & Materials		1,036.82
	499 LEAPS	Other Supplies & Materials		1,163.51
GRAND TOTALS				**$3,399.99**

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73300	Community Services		

	116 LEAPS	Teachers		3,327.31
	163 LEAPS	Educational Assistants		72.68
GRAND TOTALS				**$3,399.99**

2.S. Approve Budget Amendment 142-72210 Regular Instruction Support Services - Title II

Amend the 2024-25 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:

		Subfund 202: Title II		
DEBIT EXPENDITURES	72210	Regular Instruction Support Services		
	399	Other Contracted Services		2,500.00
GRAND TOTALS				**$2,500.00**

Amend the 2024-25 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Support Services		
	524	In-service / Staff Development		2,500.00
GRAND TOTALS				**$2,500.00**

2.T. Approve Budget Amendment 142-73400 Early Childhood Education - PreK Training Grant

Amend the 2024-25 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 953: Foundations First PreK Teacher Training Grant		
DEBIT Revenue	47590	Other Federal through State		2,000.00
GRAND TOTALS				**$2,000.00**

Amend the 2024-25 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73400	Early Childhood Education		
	189	Other Salaries & Wages		1,740.70
	201	Social Security		108.00
	204	State Retirement		126.00
	212	Employer Medicare		25.30
GRAND TOTALS				**$2,000.00**

2.U. Approve Budget Amendment 143-73100 Food Service Program

Amend the 2024-25 143 Food Services School Budget by debiting Line Item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	73100	Food Service Program		
	165	Cafeteria Personnel		1,500.00
GRAND TOTALS				**$1,500.00**
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73100	Food Service Program		
	201	Social Security		200.00
	332	Legal Notices		100.00
	336	Maintenance & Repair Services - Equipment		1,200.00
GRAND TOTALS				**$1,500.00**

2.V. Approve New TSBA Policy Recommendation 1.1021 Student Board Member – Attachment G

2.W. Approve TSBA Policy Revision 1.407 School District Records – Attachment H

2.X. Approve TSBA Policy Revision 1.901 Charter School Applications – Attachment I

2.Y. Approve TSBA Policy Revision 1.903 Charter School Oversight – Attachment J

2.Z. Approve TSBA Policy Revision 1.905 Charter School Renewal – Attachment K

2.AA. Approve TSBA Policy Revision 1.906 Charter School Revocation – Attachment L

2.AB. Approve TSBA Policy Revision 2.403 Surplus Property Sales – Attachment M

2.AC. Approve TSBA Policy Revision 3.202 Emergency Preparedness Plan – Attachment N

2.AD. Approve TSBA Policy Revision 3.204 Threat Assessment Team – Attachment O

2.AE. Approve TSBA Policy Revision 4.100 Instructional Program – Attachment P

2.AF. Approve TSBA Policy Revision 5.500 Discrimination/Harassment of Employees – Attachment Q

2.AG. Approve TSBA Policy Revision 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation – Attachment R

2.AH. Approve TSBA Policy Revision 4.212 Virtual Education Program – Attachment S

2.AI. Approve TSBA Policy Recommendation 4.301 Interscholastic Athletics – Attachment T

2.AJ. Approve TSBA Policy Revision 4.403 Library Materials – Attachment U

2.AK. Approve TSBA Policy Revision 4.406 Use of the Internet – Attachment V

2.AL. Approve TSBA Policy Revision 4.601 Reporting Student Progress – Attachment W

2.AM. Approve TSBA Policy Revision 5.100 Personnel Goals – Attachment X

2.AN. Approve TSBA Policy Revision 5.110 Compensation Guides & Contracts – Attachment Y

2.AO. Approve TSBA Policy Revision 5.119 Employment of Retirees – Attachment Z

2.AP. Approve TSBA Policy Revision 5.305 Family & Medical Leave – Attachment AA

2.AQ. Approve TSBA Policy Revision 6.200 Attendance – Attachment AB

2.AR. Approve TSBA Policy Revision 6.303 Questioning Students & Searches – Attachment AC

2.AS. Approve TSBA Policy Revision 6.312 Use of Wireless Communication Devices – Attachment AD

2.AT. Approve TSBA Policy Revision 6.411 Student Wellness – Attachment AE

2.AU. Approve TSBA Policy Revision 6.600 Student Records – Attachment AF

2.AV. Approve Science Textbook Purchase – Attachment AG

Approved 8-year purchase option for Science textbooks for a total of $121,815.00

3. SCHOOL DISTRICT HIGHLIGHTS:

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School – Ms. Badru stated that 3rd grade communications have been challenging due to the new Literacy Success Act; however, she was able to get clear report card communications in the hands of parents. She noted that the Literacy Success Act also has potential implications for some 4th grade students that will be entering the 5th grade in the fall. Ms. Badru stated that the Summer Learning Camp is phenomenal and the principals, Mr. Schmittou and Ms. Ellis, are doing a great job leading the camp this year. Ms. Badru concluded by highlighting a few staffing changes for 2025-26 that includes the hiring of Madison McLatchey, 4th grade; Mallorie McGee, Kindergarten; and the transfer of Ms. Chapel Smith to Kindergarten. Ms. Badru stated that she is excited about her new teachers and assignments; however, she is still looking for a 5th grade math teacher.

4.B. Jim Satterfield Middle School – Mr. Gulley stated that the janitors are working hard getting the school cleaned and prepared for the upcoming school year. He stated that Ty Cothron has been a huge help for his janitors. Mr. Gulley stated that the school had three new coaches; Shelby Petty, Girls Basketball; Carson Hackett, Football; and Mason Basford, Football. He stated that the school has had a lot of student interest as evidenced by the large number of students trying out for school sports this year. Mr. Gulley concluded by stating that

he has an effective plan for the utilization of newly hired teachers Nichole Dean, ELA, and Gabby Grove, Mathematics. Mr. Gulley plans to reduce class size and increase student opportunities in the 6th and 7th grades.

4.C. Trousdale County High School – Mr. McCall absent

4.D. Student School Board Representative

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Basford, Mason	Full-time Substitute Teacher / Assistant Coach
Cozart, Cidney	High School Special Education Teacher / Head Baseball Coach
Hackett, Carson	Middle School PE/Wellness Teacher / Head Middle School Football Coach
Waller, Amanda	High School Agriculture Teacher
Non-faculty Coaches	
Gregory, Cole	Band
Towns, Isaiah	Band
Eden, Eric	High School Football
Gregory, Alex	High School Football
Timberlake, Corey	High School Football
Dillehay, Dustin	Middle School Football
Cook, Stephen	Middle School Boys' Basketball
Clark, Kennedy	Middle School Girls' Basketball
Elmore, Emma	Middle School Girls' Basketball

5.B. Academic and Goal Updates – Dr. Satterfield reported that Summer Learning Camp is doing well as the camp concludes its third week with only one week remaining. He stated that the camp has 130 students in regular attendance with 54 students participating in the extended AfterSchool STREAM camp that goes from 1:00 to 4:00 P.M. each afternoon. He reported that the high school credit recovery program has completed. Dr. Satterfield stated that the 2025 TCAP/EOC achievement scores have been released although the results are embargoed to the general public. However, the achievement results have been given to the schools to assist principals in making schedules and student assignment for the upcoming 2025-26 school year. He stated that presently all certified staffing positions have been filled except for a 5th grade math/science teacher and middle school librarian with non-certified interviews beginning on June 20. Dr. Satterfield stated the district is presently seeking a bookkeeper, nurse, and three educational assistants for the elementary school. He stated that the $2,000 Education Freedom Act bonus application has been submitted and that he anticipates a payment to teachers sometime in late July. Dr. Satterfield concluded by reminding parents that new student online registration is presently open for new students and returning online student registration will open on July 7.

5.C. Project Updates – Dr. Satterfield reported on the progress of the new field house. He stated that the foundation is finally completed and that they are presently laying block for the building which is expected to continue for three more weeks. He also stated that the brick for the building has been arriving and that the construction manager estimates that the ceiling

trusses are expected to be installed beginning the first week of August. Dr. Satterfield concluded by stating that the steps for the building are incorrect and will have to be reworked per order of the fire marshal.

6. OLD BUSINESS

7. NEW BUSINESS:

7.A. Cheri Hewgley - Homeschool Band Participation

Ms. Hewgely requested that the Board consider allowing homeschool students to participate in band. Ms. Hewgley presented her rationale for which Mr. Kerr, Chairman, stated that the Board would take her request under consideration and would direct Dr. Satterfield how to proceed going forward.

7.B. High School Gymnasium Scoreboard Donation - Wilson Bank & Trust

Dr. Satterfield stated that Wilson Bank & Trust had committed to purchasing new scoreboards for both the middle and high schools. However, WBT would like to purchase the high school scoreboard for the 2025-26 season and for the middle school in the 2026-27 season. WBT will be able to cover the costs of everything except shipping and installation costs which are estimated at $4,100. The estimated costs for two scoreboards to be installed at the high school is $14,130. Dr. Satterfield asked that the Board cover the shipping and installation costs for two new score boards at Trousdale County High School that will be installed in time for utilization during the 2025-26 season.

Approval to pay for the installation and shipping costs for new basketball scoreboards at both Trousdale County High and Jim Satterfield Middle School passed with a motion by Chris Woodard and a second by Racheal Petty.

Chris Woodard:	Yea
Deanna Bode:	Yea
John Kerr:	Yea
Racheal Petty:	Yea
Robert Atwood:	Yea

7.C. FY26 141 General Purpose School Budget - Attachment AH

Dr. Satterfield recommended to edit the original FY26 Preliminary 141 School Budget that was presented in April. The edit includes a transfer of $38,164 from 71200 Special Education Program to 71100 Regular Instruction Program to avoid future maintenance of effort compliance issues.

The revised FY26 141 General Purpose School Budget passed with a motion by Robert Atwood and a second by Deanna Bode.

Chris Woodard:	Yea

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

8. ACCOUNT ANALYSIS:

9. VENDOR CHECKS:

10. EXPENDITURES & ENCUMBRANCES:

11. ADJOURN:
Motion to Adjourn passed with a motion by Deanna Bode and a second by Racheal Petty.

Chris Woodard:	Yea
Deanna Bode:	Yea
John Kerr:	Yea
Racheal Petty:	Yea
Robert Atwood:	Yea

Chairperson

Director of Schools

Trousdale County Schools
Request for School Trip

Attachment A

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____ (Please specify)

Transportation Requested: ☐ Bus ☒ 2 Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: ETSU

Address: 1276 Gilbreath Drive Johnson City, TN 37614

Date(s) of Event: July 12th - July 15th

Approximate Mileage: 516 mi (round trip) Student Fee: $_____

Group Attending: TCHS Cheer Approximate #: 11

Teacher(s) in Charge: MS McGee ? Ms. Hammock

Departure Time: 7:00 am Return Time: 4:00 pm

How will students benefit from this trip? July 12 July 15th this trip will help teach team skills, leadership, and cheer fundamentals and stamina as an overnight camp

Lunch details: on own July 12th, provided on campus other days

Parents or Chaperones: N/A

Non-participating students or classes will N/A during summer

For Central Office Use Only

Principal's Signature — Date: 5/29/25

Director's Signature — Date: 6/20/25

Transportation Director's Signature — Date

Assigned Bus Driver(s): 6/19/25

Trousdale County Schools
Request for Fundraising Activity

Team Funds

School: ☐TCES _X_ JSMS ☐TCHS

Attachment B

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

Net Amount Expected/Goal: m < $2500 (typically brings in about $800)

Specific Purpose of the Fundraiser:

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

Specific Use of the Funds Acquired:

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

Describe how students will be involved in the fundraising activity:

The JSMS Cheerleading squad will host a 1 day youth cheer summer camp a TCHS. The camp will be open to all Trousdale County students in grades K-5. The camp will be held Saturday, August 2nd from 10:00 am-4:00 pm. During this one day event, campers will learn a halftime routine (a cheer and a dance), and be given the opportunity to perform this routine during a very special halftime performance at our youth night home game. This event has been wonderful in the past and is a great opportunity for our community to see the wonderful work our cheer program is doing.

Sponsor's Signature — Date: 6/5/25

Principal's Signature — Date: 6/5/25

Director's Signature — Date: 6/20/25

Board Approved: 6/12/25

Trousdale County Schools
Request for Fundraising Activity

For Individual Accounts Funds

School: ☐TCES X JSMS ☐TCHS

Attachment C

Student Group/Activity: JSMS Cheerleading

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

Specific Purpose of the Fundraiser:

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

Specific Use of the Funds Acquired:

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

Describe how students will be involved in the fundraising activity:

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

Sponsor's Signature — Date: 5/23/25

Principal's Signature — Date: 5/22/25

Director's Signature — Date: 6/20/25

Board Approved: 6/19/25

attachment D

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

Cafeteria Vendor Awards/Bid Renewals for 2025-2026 School Year

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

1. **Request Approval:** *US Foods (TWC)* **be awarded our** *Food* **vendor.**
   New Bid- $7,710,477.80
   Our estimated usage- $500,00.00

2. **Request Approval:** *American Paper & Twine* **be awarded our** *Non-Food* **vendor.**
   New Bid- $599, 778.44
   Our estimated usage- $38,000.00

3. **Request Approval:** *Murfreesboro Pure Milk* **be awarded our** *Ice Cream* **vendor.**
   Original SY 24-25 Bid- $116,284.40
   Our estimated usage- $25,000.00

4. **Request Approval:** *Purity Dairy* **be awarded our** *Milk* **vendor.**
   Original SY 21-22 Bid- $588,818.70
   Our estimated usage- $88,000.00

5. **Request Approval:** *US Foods (TWC)* **be awarded our** *Produce* **vendor.**
   New Bid- $14,208.86
   Our estimated usage- $10,000.00

6. **Request Renewal:** *Smart Mouth Pizza* **be awarded our** *Pizza* **vendor (High School only).**
   Our estimated usage- $30,000.00 (Did not bid out for lowest price due to limited number of pizza providers in our area. Also we would need a company whose products were capable of using our equipment that is paid for. A Request for Proposal was done which is based on a scoring matrix and Smart Mouth was the only respondent.)

Thank you,
Emily Helson, Food Procurement

Attachment E

Trousdale County Schools
FY26 Federal Projects Budgets

Subfund 011: Consolidated Administration	Revenues	Expenditures
47141 Title I Grants to LEAs	$54,076.00	
47189 Eisenhower Professional Dev Grants	$12,034.00	
47590 Other Federal through State	$405.00	
72210 Regular Instruction Program		
105 Supervisor		$54,892.88
201 Social Security		$3,403.36
204 Pensions		$3,167.32
212 Employer Medicare		$795.95
524 In-Service/Staff Development		$1,715.40
790 Other Equipment		$2,540.09
	$66,515.00	$66,515.00

Subfund 102: Title IA		
47141 Title I Grants to LEAs	$219,242.92	
71100 Regular Instruction Program		
163 Educational Assistants		$93,840.25
201 Social Security		$5,800.00
204 Pensions		$5,755.00
207 Medical Insurance		$15,020.00
212 Employer Medicare		$1,360.00
429 Instructional Supplies		$7,140.93
499 Other Supplies and Materials		$1,000.00
722 Regular Instruction Equipment		$33,150.00
72210 Regular Instruction Program		
599 Other Charges		$5,600.00
73400 Early Childhood Education		
163 Educational Assistants		$22,288.00
201 Social Security		$1,380.00
204 Pensions		$1,370.00
207 Medical Insurance		$7,510.00
212 Employer Medicare		$320.00
429 Instructional Supplies and Materials		$5,000.00
499 Other Supplies and Materials		$8,869.45
790 Other Equipment		$3,839.29
	$219,242.92	$219,242.92

Subfund 202: Title IIA		
47189 Eisenhower Professional Development State Grants	$48,138.18	
72210 Support Services - Regular Instruction		
399 Other Contracted Services		$36,689.00
524 Inservice/Staff Development		$4,174.18
599 Other Charges		$1,275.00

790	Other Equipment		$6,000.00
		$48,138.18	$48,138.18

Subfund 440: Title IV

47590	Other Federal through State	$19,856.69	
71100	Regular Instruction Program		
429	Regular Instruction Equipment		$1,000.00
72120	Health Services		
189	Other Salaries and Wages		$12,750.00
201	Social Security		$790.00
204	Pensions		$456.00
207	Medical Insurance		$1,223.00
212	Employer Medicare		$185.00
72130	Support Services - Regular Instruction		
499	Other Supplies and Materials		$3,452.69
		$19,856.69	$19,856.69

Subfund 802: Carl Perkins

47131	Vocational Education Grants	$26,910.29	
71300	Vocational Education Program		
429	Instructional Supplies		$5,591.69
471	Software		$3,900.00
730	Vocational Instruction Equipment		$5,930.75
72130	Other Student Support		
524PD	Inservice/Staff Development		$4,002.89
599C	Other Charges (CTSO)		$5,382.06
72230	Vocational Education Program		
524	Inservice/Staff Development		$2,102.90
		$26,910.29	$26,910.29

Subfund 902: IDEA

47143	Special Education Grants to States	$357,622.00	
71200	Special Educ ation Program		
116	Teachers		$123,770.00
128	Homebound Teachers		$1,000.00
163	Educational Assistants		$46,176.38
189	Other Salaries and Wages		$10,622.44
201	Social Security		$15,290.30
204	Pensions		$16,671.56
207	Medical Insurance		$30,335.00
212	Employer Medicare		$3,565.95
429	Instructional Supplies		$1,000.00

499	Other Supplies and Materials		$1,000.00
725	Special Education Equipment		$2,000.00
72220	Special Education Program		
105	Supervisor		$18,513.81
189	Other Salaries and Wages		$55,250.00
201	Social Security		$4,572.86
204	Pensions		$3,044.25
207	Medical Insurance		$5,396.00
212	Employer Medicare		$1,068.45
322	Evaluation and Testing		$2,000.00
355	Travel		$100.00
499	Other Supplies and Materials		$3,500.00
524	Inservice/Staff Development		$6,795.00
599	Other Charges		$200.00
790	Other Equipment		$2,000.00
72710	Transportation		
338	Maintenance and Repair Services - Vehicles		$1,000.00
433	Lubricants		$250.00
450	Tires and Tubes		$1,500.00
453	Vehicle Parts		$1,000.00
		$357,622.00	$357,622.00

Subfund 912: IDEA Pre-School

47145	Special Education Preschool Grants	$11,611.00	
71200	Special Education Program		
429	Instructional Supplies		$3,500.00
499	Other Supplies and Materials		$1,000.00
725	Special Education Equipment		$1,000.00
72220	Support Services - Special Education Program		
189	Other Salaries and Wages		$3,979.00
201	Social Security		$632.00
204	Pensions		$365.00
207	Medical Insurance		$987.00
212	Employer Medicare		$148.00
		$11,611.00	$11,611.00

Attachment F

MID-SOUTH

May 7, 2025

David Cothron
Director of Transportation
Trousdale County Schools
103 Lock Six Rd
Hartsville, TN 37074

Mr. Cothron,

Please accept this invitation to purchase a Thomas Safe-T-Liner EFX 78 passenger school bus from the SourceWell purchasing consortium **Contract #102623-TBB.** SourceWell advertised and accepted bids on October 26, 2023, and awarded Thomas Built Buses the right to share their products to any of its members. Our bid was considered the best bid overall, and it is available to your school system should you choose to do so.

To process your order, I will need from you a ***"Purchase Order"*** that **includes the SourceWell contract "#102623-TBB"** by July 15, 2025. I only have one bus available currently from this SourceWell Contract # 102623-TBB but Ill hold it in your name until July 15, 2025. Our expected delivery to you should be approximately 30 days or less after receipt of your order.

Mr. Cothron, it is my pleasure to extend this offer to you. I have included with this letter ***all*** the necessary documents needed to satisfy your auditors for purchases of this type. If you have any questions or concerns regarding this invitation, please do not hesitate to contact me at the following address or phone number:

Mid-South Bus Center, Inc.
3512 Bill Smith Drive
Murfreesboro, Tennessee 37129
(615) 890 – 6368
ATTN: Chuck LaLance

Thank you for your consideration.

Sincerely,

Chuck LaLance

THOMAS BUILT BUSES

Customer Quotation

Prepared For:
TROUSDALE COUNTY BOE
103 LOCK SIX RD
HARTSVILLE, TN 37074

Prepared By :
Chuck LaLance
Mid-South Bus Center, Inc
M'Boro, TN 37129

Quote Number:	Quote Date:	Customer Order No:
405649	5/7/2025	Trousdale 78EFX Sourcewell # 102623-TBB

Model Profile: MVP-EF 1318S

Product Type:	School Transportation
Year:	2025 or newer
Chassis Model:	CHS8
Chassis MFG:	THOS
GVWR:	GVWR
Passenger Capacity:	78
Headroom:	78
Wheelbase:	212
Brake Type:	AIR
Engine Type:	CUMMINS B6.7 220 DIESEL, 6 Cyl, 220 HP, 2600 RPM
Fuel Type:	DIESEL
Fuel Tank Capacity:	100
Transmission Type:	Allison PTS 2500 w/ 6 speeds
Axle, Front:	13200-lb Capacity
Axle, Rear:	20000-lb Capacity
Tires, Front:	HANKOOK-11R22.5 16PLY AH37
Tires, Rear:	HANKOOK-11R22.5 16PLY AH37
Suspension Front:	Spring
Suspension Rear :	Air ride 20K lbs. GVWR

Total for 1 complete unit(s): **$ 149,990.00 each + tax if applicable**
Delivery Cost: **included to Trousdale SBG**

Includes the Following Equipment:

DEALER ADD On's

EQUIPMENT

- 1 5 pocket barrier cover
- 1 camera and install
- 1 doc holder & Windshield hammer
- 1 numbers

Meets all FMVSS requirements in effect at the time of manufacture.

Total for 1 complete unit(s): **$ 149,990.00 each + tax if applicable**
Delivery Cost: **included to Trousdale SBG**

Additional options you may want to consider:
[ADDITIONAL EQUIPMENT] $ [COST]

Terms and Conditions: net on delivery
Quote Expires: July 15, 2025

Customer Signature: _____ **Date:** _____

Dealer Signature: _____ **Date:** _____

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Student Board Member**	**1.1021**	**06/19/25**
		Rescinds:	Issued:

General

The Board authorizes the participation of a student representative to the Board.[1] If the Board chooses to appoint a student board member, the student board member shall serve in an advisory, nonvoting role. The student board member's term shall begin August 1 and end May 31, and they shall serve without compensation.

SELECTION

A minimum of one (1) student board member shall be selected annually from the junior class. The student shall rank in the top 20% academically and must submit a written letter of interest to the principal. The student must attend the TSBA Student Congress On Policies in Education (SCOPE) training prior to their senior year.

ATTENDANCE AT BOARD MEETINGS

The student board member is expected to attend board meetings. Students will fully contribute their unique perspective and opinions.

Student board members shall not participate in the following:

1. Student discipline hearing appeals;
2. Teacher disciplinary matters;
3. Meetings with legal counsel; or
4. Confidential school safety plan meetings.

Legal References

1. Public Acts of 2025, Chapter No. 359

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**School District Records**	**1.407**	**06/19/25**
		Rescinds: **1.407**	Issued: **07/20/17**

General

The Director of Schools shall maintain all school district records required by law, regulation, and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.[1,2,3,4]

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.[5]

All requests to inspect or receive copies of records shall be submitted to the Director of Schools, the district's public records request coordinator and records custodian.[6]

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact, and confidential information in copies produced for a requestor shall be redacted. The Director of Schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION[2]

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, by telephone, electronic transmission, or mail. The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES[2]

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

DENYING REQUESTS FOR NONCOMPLIANCE[7]

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

a. Made two (2) or more requests to view a public record within a six-month period; and

b. For each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

The district shall deny a request for copies of a public record from any citizen that has:

a. Been provided with an estimate of the reasonable cost to produce the requested records;
b. Agrees to pay such estimated reasonable cost prior to production of the records; and
c. Fails to pay the actual cost after the records have been produced.

Additional requests from this citizen shall be denied until the original cost is paid.

RECORDS RETENTION

The Director of Schools and/or designee(s) shall retain and dispose of school district records in accordance with the following guidelines:[8]

1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent or temporary value in accordance with state law;[9,10]

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;[11,12]

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;[11,12,13]

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the Director of Schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;[10,12] and

5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction, removal, or loss of records.[14]

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR[15]

Dr. Clint A. Satterfield, Director of Schools
615-374-2193, clintsatterfield@tcschools.org

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503; Public Acts of 2025, Chapter No. 94
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, *available at* https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Applications**	**1.901**	**06/19/25**
		Rescinds: **1.901**	Issued: **08/17/23**

General

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall be in accordance with state law.[1]

APPLICATION PROCESS

A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. The Director of Schools/designee shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected.[2]

A sponsor seeking board approval of an initial charter school application shall complete the forms developed by the State Board of Education in coordination with the Tennessee Public Charter School Commission ("the Commission"). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.

Electronic copies of applications shall be submitted to the Board and the Commission on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $2,500.00. The Director of Schools/designee shall report each application received to the Commission no later than ten (10) days after receipt.[2]

The Board shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.[3]

REVIEW TEAM[1]

If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district and community members with relevant educational, organizational, financial, and

legal experience. At the board meeting in December of each year, the Director of Schools/designee shall make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in January of each year. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The Board shall require the Director of Schools/designee to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

1. Evaluate all charter school applications based on the review criteria established by state law; and

2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.[4]

APPROVAL/DENIAL OF APPLICATION[5]

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education and the Commission.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board which shall be binding on the charter school's governing body. The charter school agreement shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars ($35,000), whichever is less.[6]

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.[7]

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.[8] The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.[9]

Denial

If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the application shall be deemed approved by state law.[5]

If the amended charter school application is denied, the Board shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public Charter School Commission.[10]

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b),(e)
3. TRR/MS 0520-14-01-.01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Oversight**	**1.903**	**06/19/25**
		Rescinds: **1.903**	Issued: **08/17/23**

General

The Board shall oversee and annually evaluate charter schools to ensure they meet the performance standards and targets set forth in the charter school agreement.[1] The Board shall create a comprehensive performance, accountability, and compliance monitoring system based on the charter school agreement and communicate the results to each charter school. At a minimum, the monitoring system shall address academic, financial, and organizational performance standards as outlined in the charter school agreement and required by the State Board of Education.[1] The Board shall utilize the results when making renewal, revocation, and intervention decisions. Reports on charter school oversight shall be compiled by district's homeschool coordinator and published on the district's webpage at least annually.

The Board shall communicate with the charter schools in its portfolio as needed, including both the charter school leader and governing board, and provide timely notice of any material charter school agreement violations and performance deficiencies.

The Board shall articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

MONITORING SYSTEM

The Director of Schools/designee shall implement a performance and compliance monitoring system per the terms of the charter agreement. This information will be provided to the Board on an ongoing basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid in this, the Director of Schools/designee shall develop a reporting calendar that outlines when information required by state law shall be provided by the charter school.

SITE VISITS

A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site visit, including review of the documents and data, classroom observations, and interviews. These visits shall minimize administrative burdens and avoid operational interference.

The Board shall provide the charter school with a report that summarizes the outcome of the visit. The report shall provide an analysis of relevant data and include general recommendations, if applicable.[2]

CHARTER SCHOOL REPORTING

Charter schools shall provide the information required by the charter school agreement and state law to the Board. The Director of Schools/designee shall develop a reporting calendar that defines and communicates the process, methods, and timing of gathering and reporting data to the Board.[2]

By September 1st, the governing body of an approved charter school shall make a written report to the Board.[3] The annual report shall include:

1. A report on the progress of the charter school in achieving the goals outlined in the charter school agreement;

2. A financial statement disclosing the financial health of the charter school, including the costs of the administration, instruction, and other spending categories of the charter school; and

3. A detailed accounting, including the amounts and sources, of all funds received by the charter school, other than the funds received per state law.[4]

This reporting requirement shall begin in the year after the year in which the charter school begins operation.

Multiple charter schools overseen by a single governing board shall report their performance as separate, individual charter schools. Each charter school shall be independently accountable for its performance.

Each charter school governing body shall submit an annual audit of all accounts and records, to include internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.[5]

AUTHORIZER REPORTING AND REVIEW

By December 1st, the Board shall report to the State Board of Education detailing the authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.[6] By January 1st, the Board shall submit an annual authorizer report to the State Board of Education and make the report available on the district website.[7] The Director of Schools/designee shall prepare the reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); Public Acts of 2025, Chapter No. 275
7. TCA 49-13-120(c); Public Acts of 2025, Chapter No. 275

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Renewal**	**1.905**	**06/19/25**
		Rescinds: **1.905**	Issued: **08/17/23**

INTERIM REVIEW

The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year of a charter term in accordance with guidelines developed by the State Board of Education. As part of this process, the charter school shall submit a report on the progress of the school in achieving the goals and objectives set forth in the charter agreement.[1]

CUMULATIVE PERFORMACE REPORT

Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school that summarizes the school's performance record over the charter term and states the summative findings concerning the school's performance and prospects for renewal.[2]

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.[3] The Director of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission ("the Commission") within ten (10) days of receipt.[3]

The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school that submits a charter school renewal application.

The Board will make renewal decisions by February 1st in the year the charter school agreement expires.

RENEWAL CRITERIA[4]

The Board shall define and communicate with schools the criteria for renewal that is consistent with the charter agreement. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report.

Within ten (10) days of the Board voting by resolution on a renewal application, the Director of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Director of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Revocation**	**1.906**	**06/19/25**
		Rescinds: **1.906**	Issued: **08/17/23**

General

The Board shall revoke a charter school agreement if the charter school:[1]

1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;

2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;

3. Failed to meet generally accepted standards of fiscal management; or

4. Performed any of the acts that are conditions for non-approval of charter schools under state law.

NOTICE

The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the charter school agreement in writing at least thirty (30) days prior to the revocation.[2]

Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement, the Director of Schools/designee shall report the Board's decision to the Department of Education and Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide the charter school a copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an explanation of the right to appeal.[3]

REVOCATION DUE TO PRIORITY STATUS

The Board may revoke a charter school agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the close of the school year in which the charter school is identified as a priority school.[4]

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles. Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

PROCEDURES FOR CLOSURE

The Director of Schools/designee shall develop administrative procedures regarding charter school closures prior to the Board denying renewal or revoking a charter school agreement.[5] These procedures shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of students and student records, and disposition of school funds, property, and assets in accordance with state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(e)
3. State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275
4. TCA 49-13-122(a)
5. TCA 49-13-130

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Surplus Property Sales**	**2.403**	**06/19/25**
		Rescinds: **2.403**	Issued: **06/20/24**

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 DOLLARS[6]

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 $10,000 or less 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 $10,000 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. TCA 1-3-120; Public Acts of 2025, Chapter No. 105
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313(e)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Emergency Preparedness Plan**	**3.202**	**06/19/25**
		Rescinds: **3.202**	Issued: **06/20/24**

General

The Director of Schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan[1] which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

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

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

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

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

The district shall work with local law enforcement and the local fire department to develop a procedure for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025 and shall be reviewed and updated annually thereafter.[4]

ANNUAL DRILLS[5]

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

1. An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and

3. An emergency safety bus drill.

AED DRILLS[6]

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

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

MEDICAL EMERGENCIES/PANDEMIC FLU[7]

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

REMOTE LEARNING DRILLS[8]

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b); Public Acts of 2025, Chapter No. 315
3. TCA 68-102-137(f)
4. TCA 49-6-807(e)
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Threat Assessment Team**	**3.204**	**06/19/25**
		Rescinds: **3.204**	Issued: **03/19/20**

General[1]

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.[2]

RECORDKEEPING[3]

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

REPORTING[4]

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

Cross References

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Instructional Program**	**4.100**	**06/19/25**
		Rescinds: **4.100**	Issued: **12/10/08**

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.[1] Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.[2]

GOALS

The Board approves the following instructional goals for students:

1. To develop the skills necessary to function as a self-directed person;
2. To know the principles involved in making moral and ethical choices;
3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem solving;
4. To develop a positive attitude toward the lifelong endeavor of learning;
5. To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
6. To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
7. To learn to act in a responsible manner;
8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and
9. To learn to understand, respect, and interact with people of different cultures, generations, and races.

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)**	**5.500**	**06/19/25**
		Rescinds: **5.500**	Issued: **09/10/98**

Employees shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/harassment (including the definition of antisemitism found in policy 4.100). It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Employee discrimination/harassment will not be tolerated.[1] Discrimination/harassment is defined as conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious nature that:

1. Unreasonably interferes with the individual's work or performance;

2. Creates an intimidating, hostile, or offensive work environment;

3. Implies that submission to such conduct is made an explicit or implicit term of employment; or

4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately.[2] This report shall be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the Supervisor of Instruction. Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however, such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall include the following information:

1. Identity of the alleged victim and person accused;

2. Location, date, time, and circumstances surrounding the alleged incident;

3. Description of what happened;

4. Identity of witnesses; and

5. Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough

investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Supervisor of Instruction.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104; Public Acts of 2025, Chapter No. 293
2. 20 USCA § 1681

Cross References

Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	**06/19/25**
		Rescinds: **6.304**	Issued: **08/20/20**

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.[1]

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[2] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.[3]

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS[4]

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Causing emotional distress to a student; or

4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

"Cyber-bullying" is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

"Hazing" is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. [5]

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.[6]

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[7] The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.[8]

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;

2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or

4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[7] If the

investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[7] Within the parameters of the federal Family Educational Rights and Privacy Act,[9] a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION[10]

The principal shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the Supervisor of Instruction.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.[11]

By July 1st of each year, the Director of Schools shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.[12]

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.[13]

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.[14]

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Virtual Education Program**	**4.212**	**06/19/25**
		Rescinds: **4.212**	Issued: **07/21/22**

General

The Trousdale County virtual education program is a course or series of courses offered by thre school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.[1]

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.[2]

Virtual education programs[3] shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;

2. Continuity of educational service for students who are homebound;[4]

3. Continuity of educational service for students who are quarantining;[5]

4. Continuity of educational service for students enrolled in an alternative school;[6]

5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law; or[7]

6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director of Schools.[8]

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;

2. Grades;

3. Technology survey; and

4. WiFi capacity; and

5. Previous student virtual learning experiences.

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;

2. Students participating in synchronous virtual instruction; or

3. Students submitting work via the district's learning management system.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian;

2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance; and

3. The student's WiFi capacity

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(c)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Interscholastic Athletics**	**4.301**	**06/19/25**
		Rescinds: **4.301**	Issued: **06/20/24**

General

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 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 principal's office. The principal/designee shall accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

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]

Middle school athletes shall not practice, workout, nor train with or in the proximity of high school athletes at any time.

No sports competition shall be scheduled on Sundays, except for games required by TSSAA.

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with the school district 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 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 regular physical training lessons in the daily school program.

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

SEVERE WEATHER[4]

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION[10]

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

VIRTUAL SCHOOL STUDENT PARTICIPATION[11]

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

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Library Materials**	**4.403**	**06/19/25**
		Rescinds: **4.403**	Issued: **06/20/24**

General

The school librarian shall be responsible for library collection development. The librarian shall post the list of library materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability. [1] A list of new materials shall be reviewed by librarian of the school.

The school librarian shall be responsible for periodically reviewing the district's library collection in line with the standards established below. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.

STANDARDS[2]

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, scientific, and/or artistic value and merit;

4. The collection as a whole shall offer a variety of viewpoints; and

5. Materials shall not be removed on the sole grounds that the item is religious.

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

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law[3];

2. Are patently offensive as defined in state law; or

3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

COMPLAINTS[4]

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

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) days. If the principal appoints a review committee, it should include certified library media personnel, representatives from classroom teachers, and one or more parents.

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 feedback 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. TCA 49-6-3803(a),(b); Public Acts of 2025, Chapter No. 270
3. TCA 39-17-901
4. TCA 49-6-3803(e), (f)

Cross References

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

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Use of the Internet**	**4.406**	**06/19/25**
		Rescinds: **4.406**	Issued: **07/21/22**

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

EMPLOYEES

Before any employee is allowed use of the district's internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;

2. General rules and ethics of internet access;

3. Guidelines regarding appropriate instruction and oversight of student internet use;

4. A uniform signature block for use by all district employees; and

5. Prohibited and illegal activities including, but not limited to, the following:[1]
   - Sending or displaying offensive messages or pictures;
   - Using obscene language;
   - Harassing, insulting, defaming, or attacking others;
   - Damaging computers, computer systems, or computer networks;
   - Hacking or attempting unauthorized access to any computer;
   - Violation of copyright laws;
   - Trespassing in another's folders, work, or files;
   - Intentional misuse of resources;
   - Using another's password or other identifier (impersonation);
   - Using the network for commercial purposes; and
   - Buying or selling on the internet.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and

2. Prohibited or illegal activities including, but not limited to:[1]
   - Sending or displaying offensive messages or pictures;
   - Using obscene language;
   - Harassing, insulting, defaming, or attacking others;
   - Damaging computers, computer systems, or computer networks;
   - Hacking or attempting unauthorized access;
   - Violation of copyright laws;
   - Trespassing in another's folders, work, or files;
   - Intentional misuse of resources;
   - Using another's password or other identifier (impersonation);
   - Using the network for commercial purposes; and
   - Buying or selling on the internet.

INTERNET SAFETY MEASURES[2]

Internet safety measures shall be implemented that effectively address the following:

1. Limiting the content accessible by students using the internet access provided by the district to content that is age-appropriate;

2. Protecting the safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications using internet access provided by the district;

3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;

4. Restricting students' access to materials harmful to them; and

5. Preventing students from using internet access provided by the district to access websites, web applications, or software that does not protect students against the disclosure, use, or dissemination of their personal information.

The Director of Schools shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;[3]

2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;[4]

3. Maintaining and securing a usage log; and

4. Monitoring online activities of students.[2]

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.[2]

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to Principal. All complaints shall be reviewed to determine how to appropriately respond.

EMAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including email communications stored or transmitted on school district computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.[5]

INTERNET SAFETY INSTRUCTION[6]

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. Students are prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.[7]

2. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be

unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a corresponding administrative procedure shall be handled in accordance with the existing disciplinary procedures of the district.

VENDOR CONTRACTS[8]

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195
3. TCA 49-1-221(a)(1)(C)(i)
4. TCA 39-17-901; TCA 49-1-221(a)(1)(C)(ii)
5. TCA 10-7-512
6. TCA 49-1-221(a)(1)(E)
7. Public Acts of 2025, Chapter No. 195
8. TCA 49-1-221(c)

Cross References

Use of Email 1.805
Use of Artificial Intelligence Programs 4.214
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Reporting Student Progress**	**4.601**	**06/19/25**
		Rescinds: **4.601**	Issued: **06/09/11**

REPORT CARDS

Student progress reports shall be provided at least once every nine (9) weeks during the school year. Each report shall be signed by the parent(s)/guardian(s) and returned promptly to the school. The Director of Schools shall develop a reporting procedure that includes how parents can access this information online.[1]

Student progress reports shall indicate the students' conduct and include information on attendance, academic progress, and other information necessary to communicate effectively with the parent(s)/guardian(s). For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be included along with the results of a dyslexia screener, if applicable.[2]

In addition to the regular progress reports, principals and teachers are encouraged to confer with parent(s)/guardian(s) on the educational progress of their children. Teachers shall consult with parent(s)/guardian(s) of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parent(s)/guardian(s) shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parent(s)/guardian(s) and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the one hundred eighty (180) days of classroom instruction.[3] The Director of Schools shall be responsible for scheduling and coordinating system wide conferences.

Conferences shall be physically accessible to all students and parent(s)/guardian(s).[4]

Legal References

1. TRR/MS 0520-01-03-.03(5); TCA 49-6-901
2. Public Acts of 2025, Chapter No. 330
3. TCA 49-6-7002
4. 28 CFR § 36.201

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Promotion and Retention 4.603
In-Service and Professional Learning Opportunities 5.113
Staff Time Schedules 5.602
Attendance 6.200
Withdrawals 6.207

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Personnel Goals**	**5.100**	**06/19/25**
		Rescinds: **5.100**	Issued: **02/18/21**

The Board's personnel goals are as follows:

1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff the school district;
2. To provide compensation, benefits, and working environments sufficient to attract and retain qualified employees;
3. To provide an in-service training program for all employees to improve their performance; and
4. To conduct an evaluation program that will contribute to the continuous improvement of staff performance.

Legal References	Cross References
1. TCA 49-1-302(g); Public Acts of 2025, Chapter No. 494	School District Goals 1.700

Trousdale County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Compensation Guides & Contracts**	Descriptor Code: **5.110**	Issued Date: **06/19/25**
		Rescinds: **5.110**	Issued: **09/12/96**

General

Certified personnel shall make a written contract at a fixed salary per month before entering upon their duties.[1]

The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary schedule to the Board for its approval.[2]

Contracts for certified personnel shall provide the following:[3]

1. A minimum of one hundred and eighty (180) working days;

2. A minimum of five (5) days for in-service education;

3. Ten (10) vacation days; and

4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher conferences).

The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic, or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.[1,4]

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)
5. Public Acts of 2025, Chapter No. 433

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Employment of Retirees**	**5.119**	**06/19/25**
		Rescinds: **5.119**	Issued: **07/20/23**

General[1]

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar days and no previous agreement to return to work after retirement; and

2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS[2]

Retired members under TCRS may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may substitute teach for additional days.

To continue receiving TCRS benefits, the following conditions must be met in addition to the general standards above:

1. During a twelve-month period, the retiree must not work more than one hundred twenty (120) days; and

2. The retired member's compensation must not exceed 60% of the annual full-time salary received in the year immediately prior to the member's last paid day of covered employment. This amount shall be adjusted by five percent (5%) for each year after that date.

The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the payment does not exceed the rate of compensation for substitute teachers filling similar vacant positions.

HARD TO FILL POSITIONS[3]

The Director of Schools may contract with retired members for hard to fill positions if the following conditions are met in addition to the general standards above:

1. During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive; and

2. The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.

The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill position. In order to qualify, one or more of the following conditions must be established:

1. It is difficult to recruit and retain qualified employees for the position;

2. The position requires specialized certification, credentials, or education;

3. The demand for the position exceeds the supply;

4. The position is in high demand in the marketplace;

5. The position is filled by key personnel;

6. The position requires specific skills and experience; or

7. The position has other unique recruitment or retention issues identified and documented by the Director of Schools.

Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the amount the employer would have contributed to the retirement system during the period of reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable compensation.

Legal References

1. TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159
2. TCA 8-36-805; Public Acts of 2025, Chapter No. 159
3. TCA 8-36-809; Public Acts of 2025, Chapter No. 159

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Family and Medical Leave**	**5.305**	**06/19/25**
		Rescinds: **5.305**	Issued: **07/20/23**

ELIGIBILITY

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

GENERAL PRINCIPLES

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

1. The birth of a child;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;

4. The care of a spouse, child, or parent of the employee who has a serious health condition; and

5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.[3]

2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a

child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.[4]

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

4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.[6] An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment and who meet the following requirements:

    a. Possess a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106, required for the position the employee holds;

    b. Have been employed with the district full time for at least twelve (12) consecutive months in a position for which the employee is required by law to hold the license or an emergency credential referenced above at the time of the qualifying event; and

    c. Have held a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime employment.

    Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be either: (1) taken consecutively, except in extenuating circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid leave shall be used within twelve (12) months of the qualifying event and shall run concurrently with FMLA leave.[7]

LEAVE FOR A SERIOUS HEALTH CONDITION[8]

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

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*[9] - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:

    a. Issues arising from the service member's short notice deployment;
    b. Military events and related activities (e.g., official ceremonies, support programs);
    c. Making or updating financial and legal arrangements;
    d. Attending counseling;
    e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
    f. Attending post-deployment activities.

2. *Military Caregiver Leave*[10] - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

    A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

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

INTERMITTENT LEAVE[11]

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

RESTRICTIONS

1. Notice Requirements

    a. *Employee Notice*[12]- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

    b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.[13] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.[14]

2. Certification Requirement[15]

    a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:

        i. The date on which the serious health condition commenced;
        ii. The probable duration of the condition;
        iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
        iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

    b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)[16]

    a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

    b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD[17]

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:

    a. The employee fails to return from leave after the period of leave has expired; and

    b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2025, Chapter No. 163
7. TCA 8-50-814; Public Acts of 2025, Chapter No. 235
8. 29 CFR § 825.113
9. 29 CFR § 825.126
10. 29 CFR § 825.124; 29 CFR § 825.127
11. 29 CFR § 825.202
12. 29 CFR § 825.302-825.304
13. 29 CFR § 825.207
14. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
15. 29 CFR § 825.305-825.313
16. 29 CFR § 825.602
17. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance**	**6.200**	**06/19/25**
		Rescinds: **6.200**	Issued: **06/15/23**

General

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

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

The Attendance Supervisor shall oversee the entire attendance program which shall include:[1]

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.[2]

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:[4]

1. Personal illness/injury;

2. Illness of immediate family member;

3. Death in the family;

4. Extreme weather conditions;

5. Religious observances;[5]

6. Pregnancy;

7. School endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:[6]

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness; and

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

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

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

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

Progressive Truancy Plan[8]

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

Tier I

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

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

Tier II

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

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

3. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

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

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

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

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

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY[9]

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

1. Student's name and personal identification number;

2. Student's grade;

3. The dates of the student's absence;

4. The reason for the student's absence; and

5. The signatures of the student and parent/guardian.

MAKE-UP WORK

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

RELEASED TIME COURSE[10]

A principal may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.[11] The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal~~/designee~~ shall document the approval in writing. The student shall provide documentation to the principal~~/designee~~ as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.[12] If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION[2]

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

ATTENDANCE HEARING[13]

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

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

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

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Questioning Students and Searches**	**6.303**	**06/19/25**
		Rescinds: **6.3031**	Issued: **11/19/20**

QUESTIONING BY SCHOOL PERSONNEL

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

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

INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

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

POLICE-INITIATED INTERROGATIONS

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

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.[2] All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training.[3] The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
    a. A particular student has violated school policy;
    b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
    c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;

d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;[4]

2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search[3]

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools.[5]

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.[6]

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. Public Acts of 2025, Chapter No. 244
4. TCA 49-6-4205(b)
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Use of Wireless Communication Devices**	**6.312**	**06/19/25**
		Rescinds: **6.312**	Issued: **02/16/17**

Electronic devices include, but are not limited to cell phones, ipods, DVDs, CD players, mp3 players, video games, laptops, tablets, or their accessories, wearable technology such as eye glasses, rings, watches that have the capacity to record, live stream, or interact with wireless technology. Electronic devices are not to be displayed during the school day. If such devices are used, they must be part of the classroom technology and used for the academic course instruction as directed by the teacher, and approved by the principal.

Students shall turn off electronic devices and keep them concealed during the school day prior to entering the building in the morning. Students shall not turn on electronic devices until the end of the instructional day.

When approved by the Principal, electronic communication devices are permissible to manage a student's health (as documented in a student's individual healthcare plan) or to access during instructional time if the electronic communication device is included in a student's IEP or 504 plan.[1]

High school students at the principal's discretion maybe allowed to use their cell phone during the student's designated lunch time while in the cafeteria dining room.

Unauthorized photographing and/or videoing during the school day, on school property (including school buses), or during school sponsored activities shall be disciplined as a Level III Misbehavior as explained in policy 6.313 Disciplinary Procedures.

Staff who discovers a student having an electronic device shall report the violation to the principal or assistant principal immediately. The unauthorized use will result in the following:

1st Violation – electronic device will be confiscated and returned after the detention is successfully completed. One (1) day After-School Detention.

2nd Violation – electronic device will be confiscated and returned after the Saturday School Detention is successfully completed. One (1) day Saturday School Detention.

3rd Violation – electronic device will be confiscated and returned after the alternative school assignment is successfully completed. Six (6) days Alternative School.

4th Violation – electronic device will be confiscated and returned after minimum of thirty (30) days of Alternative School is successfully completed. Thirty (30) days Alternative School.

The unauthorized use by elementary students will result in the following:

1st Violation – electronic device will be confiscated and returned to the parent.

2nd Violation – electronic device will be confiscated, returned to the parent and assigned one (1) day After-School Detention.

3rd Violation – electronic device will be confiscated, returned to the parent and assigned one (1) day Saturday-School Detention.

Emergency Communication Plan – in the event of an actual emergency occurring at school, parent(s)/guardian(s) shall be alerted by the district-wide text notification system as well as the district website and social media postings.

Legal References	Cross References
1. Public Acts of 2025, Chapter No. 103	Code of Conduct 6.300

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Wellness**	**6.411**	**06/19/25**
		Rescinds: **6.411**	Issued: **11/19/20**

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.[1]

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. The school district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL[2, 3]

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

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;

2. Ensuring all schools within the school district create and implement an action plan related to all School Health Index modules;

3. Ensuring that the results of the action plan are annually reported to the council; and

4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

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

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, community members, and administrators.[2] The Team will hold Healthy School Team meetings during

the school year to assess needs and oversee planning and implementation of school health efforts. The Director of Schools/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.[4,5,6]

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

Fundraising

Food-and beverages sold that can be consumed on campus during the school day must meet or exceed the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on days per semester in which non-healthy foods may be used for fundraisers.[5]

DISTRICT GOALS

The school district will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the school district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall comply with the Smart Snacks in School nutrition standards.[7]

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION[8]

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

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards.

Unstructured physical activity periods shall be offered in addition to the school district's physical education program. Elementary school students shall receive a minimum of forty (40) minutes of

physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline. Physical activity shall not be withheld from a student as a form of punishment.

COMMITMENT TO CURRICULUM[3]

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

SCHOOL HEALTH INDEX[3]

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

RECORD KEEPING COMPLIANCE

The school district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.[9]

Legal References

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b; TRR/MS 0520-01-06-.04
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. 7 CFR 210.31(c)(3)(iii)
8. TCA 49-6-1021; Public Acts of 2025, Chapter No. 306
9. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Records**	**6.600**	**06/19/25**
		Rescinds: **6.600**	Issued: **12/20/18**

General

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.[1]

The name used on the record of the student entering the school district shall be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent/guardian does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the school district from another school shall be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the school district or to a school outside of the school district, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school within five (5) business days of the date on which the student's records request was received by the school.[2]

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).[3]

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.[4] A legitimate educational interest is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before

making a disclosure;[5]

2. If the disclosure is an item of directory information;[6]

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;[7]

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federal- or state-supported education programs in the school district;[8]

5. When the school district has entered into a contract for an organization to conduct scientific research on the school district's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which the study was conducted;[9]

6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;[10]

7. To accrediting organizations to carry out their accrediting functions;[11]

8. To officials of another school, school system, or postsecondary institution when a student seeks or intends to enroll in another school district or a postsecondary institution. Parent(s)/guardian(s) of the student shall be notified of the transfer and shall have the right to obtain copies of the record transferred as well as an opportunity to challenge the content of the record;[12]

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;[13]

10. To the appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or others;[14]

11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;[15]

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student;[16]

13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their

parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted;[17] and

14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.[18]

Consent to Disclose Records[19]

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent shall include:

1. Specification of the records to be released;
2. Reasons for the disclosure;
3. Person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. Signature of the parent(s)/guardian(s) or eligible student; and
5. Date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The school district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.[20]

The record will include at least:[20]

1. Name of the person or agency that makes the request;
2. Interest the person or agency has in the information;
3. Date the person or agency makes the request; and
4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*[21]

Science grades 4-8		Number of students	Cost for 8 years. Per student		Cost for 1 year Per student
	Grade 4	120	$125.00		$34.50
	Grade 5	105	$125.00		$34.50
	Grade 6	122	$138.00		$37.00
	Grade 7	123	$138.00		$37.00
	Grade 8	100	$138.00		$37.00
			8 yr package		one year at a time for eight years
	Total cost for 8 years		$75,735.00		$168,856.00

Text Book	Mcgraw Hill	9-12			
	Bio	120	$142.00		$108.00
	Chemistry	92	$142.00		$108.00
	Enviromental scier	105	$118.00		$81.00
	Pyhsics	22	$163.00		$119.00
			8 yr package		one year at a time for eight years
	Total 8 years		$46,080.00		$276,472.00

Total system expense	$121,815.00	$445,328.00

I would like approval for $130,00 plus shipping which we are calculating at @10%. This will allow us to purchase extra books for new incoming students which equates to approximately 5 per grade. In the budget, there is $130,000 for purchase of text books and $15,000 for shipping. Note 4-8 are consumable and include digital access. 9-12 are hardbacks with digital access. As you can see, they are encouraging us purchase the 8ight year package. The State has done this to save districts money.

Attachment AH

Hartsville/Trousdale County Government
General Purpose School Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

June 19, 2025

Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
	Estimated Revenues			
40000	Local Taxes			
40100	County Property Taxes			
40110	Current Property Tax	1,671,474	1,637,000	1,703,988
40115	Discount on Property Taxes	(20,260)	(21,965)	(21,965)
40120	Trustee's Collections - Prior Year	39,410	32,500	40,000
40130	Circuit Clerk/Clerk & Master Collections - Prior Years	17,796	8,000	20,000
40140	Interest and Penalty	7,093	7,450	6,000
40161	Payments in Lieu of Taxes - T.V.A.	268,417	262,383	200,000
	Total County Property Taxes	1,983,930	1,925,368	1,948,023
40200	County Local Option Taxes			
40210	Local Option Sales Tax	1,216,225	1,310,126	1,100,000
40270	Business Tax	32,646	30,000	25,000
40275	Mixed Drink Tax	9,875	10,000	7,000
	Total County Local Option Taxes	1,258,746	1,350,126	1,132,000
	Total Local Taxes	3,242,676	3,275,494	3,080,023
41000	Licenses and Permits			
41100	Licenses			
41110	Marriage Licenses	636	775	500
	Total Licenses and Permits	636	775	500
43000	Charges for Current Services			
43300	Fees			
43350	Copy Fees	0	0	0
43500	Education Charges			
43511	Tuition-Regular Day Students	61,183	62,000	60,000
43517	Tuition - Other	23,557	15,000	16,000
43570	Receipts from Individual Schools	14,373	9,000	10,000
43990	Other Charges for Services	138	0	0
	Total Charges for Current Services	99,251	86,000	86,000

Hartsville/Trousdale County Government
General Purpose School Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

June 19, 2025

Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
44000	Other Local Revenues			
44100	Recurring Items			
44110	Investment Income	22,531	0	0
44120	Lease/Rentals	11,474	11,410	12,000
44145	Sale of Recycled Materials	0	74	0
44170	Miscellaneous Refunds	26,379	4,000	5,000
	Total Recurring Items	60,384	15,484	17,000
44500	Nonrecurring Items			
44530	Sale of Equipment	7,336	0	0
44560	Damages Recovered from Individuals	2,210	0	0
44570	Contributions & Gifts	10,407	5,800	6,000
	Total Nonrecurring Items	19,953	5,800	6,000
44990	Other Local Revenues			
	Total Other Local Revenues	80,337	21,284	23,000
46000	State of Tennessee			
46500	State Education Funds			
46175	On Behalf Contribution for OPEB	36,805	40,000	0
46510	Tennessee Investment in Student Achievement	10,283,841	11,158,891	10,966,893
46511	Basic Education Program	0	0	0
46513	TISA-On-behalf Payments	16,124	0	15,000
46515	Early Childhood Education	115,156	101,194	101,000
46590	Other State Education Funds	174,154	284,154	285,287
46596	Paid Parental Leave		91,976	50,000
46610	Career Ladder Program	6,734	3,500	4,500
46790	Other Vocational	587,795	413,406	263,800
	Total State Education Funds	11,220,609	12,093,121	11,686,480
46800	Other State Revenues			
46980	Other State Grants	321,637	18,000	0
46990	Other State Revenues	10,601	0	0
	Total Other State Revenues	332,238	18,000	0
	Total State of Tennessee	$11,552,847	$12,111,121	$11,686,480

Hartsville/Trousdale County Government
General Purpose School Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

June 19, 2025

Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
47000	Federal Government			
47143	Special Education - Grants to States	19,658	41,661	0
47302	COVID-19 Grant 2	0	0	0
47590	Other Federal through State	17,937	0	0
	Total Federal Government	37,595	41,661	0
48000	Other Government and Citizens Groups			
48100	Other Governments			
48130	Contributions	1,969,840	0	0
	Total Other Government and Citizen Groups	1,969,840	0	0
	Total Estimated Revenues	16,983,182	15,536,335	14,876,003
71000	Instruction			
71100	Regular Instruction Program			
116	Teachers	4,003,723	4,025,000	4,577,779
117	Career Ladder Program	3,000	2,000	2,000
128	Homebound Teachers	150	1,500	1,500
163	Educational Assistants	9,737	9,500	25,000
185	Educational Incentive Fund	304,287	332,424	393,000
189	Other Salaries & Wages	16,827	28,420	28,000
195	Certified Substitute Teachers	7,718	23,500	30,000
198	Non-certified Substitute Teachers	17,288	22,875	40,000
201	Social Security	257,668	266,500	317,046
204	State Retirement	338,704	345,600	407,640
207	Medical Insurance	784,030	860,000	975,000
210	Unemployment Compensation	296	368	600
212	Employer Medicare	60,339	61,125	73,978
217	Retirement - Hybrid Stabilization	0	0	0
355	Travel	609	650	1,500
356	Tuition	0	500	750
429	Instructional Supplies & Materials	167,704	195,000	200,000
449	Textbooks	29,206	25,000	150,000
471	Software	7,104	10,000	15,000
595	TISA-On-behalf Payments	16,124		15,000
722	Regular Instruction Equipment	89,679	75,000	150,000
	Total Regular Instruction Program	6,114,193	6,284,962	7,403,793

Hartsville/Trousdale County Government
General Purpose School Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

June 19, 2025

Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
71150	Alternative Instruction Program			
116	Teachers	67,044	59,910	65,207
163	Educational Assistants	31,208	31,500	57,288
185	Educational Incentive Fund	1,250	1,750	2,000
201	Social Security	5,663	5,670	7,720
204	State Retirement	6,888	7,880	10,490
207	Medical Insurance	17,618	10,800	7,025
210	Unemployment Compensation	6	7	15
212	Employer Medicare	1,324	1,330	1,810
	Total Regular Instruction Program	131,001	118,847	151,555
71200	Special Education Program			
116	Teachers	527,539	535,000	584,225
117	Career Ladder Program	1,000	0	0
128	Homebound Teachers	262	2,325	1,000
163	Educational Assistants	39,990	55,000	66,865
171	Speech Pathologist	61,446	63,900	0
185	Educational Incentive Fund	63,478	67,006	65,000
195	Certified Substitute Teachers	170	1,000	1,000
198	Non-certified Substitute Teachers	1,350	2,250	2,250
201	Social Security	41,143	43,500	44,664
204	State Retirement	41,630	53,500	56,340
207	Medical Insurance	117,191	118,500	120,000
210	Unemployment Compensation	70	85	150
212	Employer Medicare	9,622	10,100	10,447
312	Contracts with Private Agencies	97,360	121,000	215,000
	Total Special Education Program	1,002,251	1,073,166	1,166,941

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General Purpose School Fund
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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
71300	Vocational Education Program			
116	Teachers	160,481	204,579	166,175
185	Educational Incentive Fund	2,182	5,295	0
201	Social Security	9,340	16,150	10,310
204	State Retirement	8,166	18,450	15,000
207	Medical Insurance	38,675	47,300	50,000
210	Unemployment Compensation	9	11	20
212	Employer Medicare	2,184	2,825	2,415
399	Other Contracted Services	137,366	181,080	171,740
429	Instructional Supplies & Materials	29,376	70,000	210,000
449	Textbooks	0	140	5,000
470	Cabling	0	0	0
471	Software	0	19,600	0
499	Other Supplies and Materials	0	0	0
599	Other Charges	106	0	0
730	Vocational Instruction Equipment	121,777	126,535	56,747
	Total Vocational Education Program	509,662	691,965	687,407
72000	Support Services			
72110	Attendance			
105	Supervisor/Director	7,332	7,699	7,930
162	Clerical Personel	4,888	5,133	5,287
201	Social Security	665	693	820
204	State Retirement	726	787	811
212	Employer Medicare	156	162	192
399	Other Contracted Services	21,878	24,000	28,000
524	Inservice/Staff Development	575	500	700
599	Other Charges	0	0	200
	Total Attendance	36,220	38,974	43,940

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72120	Health Services			
105	Supervisor/Director	60,807	63,847	65,763
131	Medical Personnel	221,554	225,200	232,562
162	Clerical Personnel	20,231	21,243	21,881
201	Social Security	18,155	18,900	19,950
204	State Retirement	18,449	18,750	24,300
207	Medical Insurance	22,584	19,275	20,500
210	Unemployment Compensation	12	18	25
212	Employer Medicare	4,246	4,500	4,645
399	Other Contracted Services	7,024	2,000	6,000
413	Drugs and Medical Supplies	36	200	1,500
429	Instructional Supplies & Materials	733	0	1,000
499	Other Supplies and Materials	1,462	500	3,500
524	Inservice/Staff Development	1,258	2,600	3,250
599	Other Charges	198	1,629	2,000
735	Health Equipment	377	1,500	3,000
	Total Health Services	377,126	380,162	409,876
72130	Other Student Support			
116	Teachers	0	13,000	28,000
123	Guidance Personnel	113,722	117,723	115,947
162	Clerical Personnel	20,135	21,171	24,233
185	Educational Incentive Fund	2,182	2,333	0
189	Other Salaries & Wages	4,355	3,237	4,500
201	Social Security	7,786	9,045	10,700
204	State Retirement	8,432	12,275	13,365
207	Medical Insurance	40,753	46,450	45,245
210	Unemployment Compensation	6	7	15
212	Employer Medicare	1,821	2,115	2,500
307	Communication	2,592	2,800	3,000
309	Contracts with Government Agencies	2,640	5,000	5,400
350	Internet Connectivity	69,840	17,250	18,000
355	Travel	0	0	500
399	Other Contracted Services	21,444	13,000	16,500
499	Other Supplies and Materials	1,893	0	0
524	Inservice/Staff Development	0	100	500
599	Other Charges	372	375	500
790	Other Equipment	9,457	13,615	15,000
	Total Other Student Support	307,430	279,496	303,905

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72210	Regular Instruction Program			
105	Supervisor/Director	164,647	170,350	181,450
117	Career Ladder Program	1,000	2,000	2,000
129	Librarians	156,630	162,630	172,095
185	Educational Incentive Fund	20,148	24,096	0
189	Other Salaries & Wages	0	0	2,000
201	Social Security	12,971	15,200	17,000
204	State Retirement	15,269	19,500	19,500
207	Medical Insurance	42,840	48,750	52,000
210	Unemployment Compensation	17	18	25
212	Employer Medicare	4,729	5,000	5,185
432	Library Books/Media	14,074	18,750	20,000
524	In Service/Staff Development	9,537	19,350	98,500
	Total Regular Instruction Program	441,862	485,644	569,755
72220	Special Education Program			
105	Supervisor/Director	60,081	22,657	23,564
124	Psychological Personnel	0	40,458	42,077
185	Educational Incentive Fund	6,857	6,171	0
189	Other Salaries & Wages	0	0	6,800
201	Social Security	3,481	3,605	4,495
204	State Retirement	4,558	4,410	4,205
207	Medical Insurance	17,618	18,550	20,000
210	Unemployment Compensation	3	4	10
212	Employer Medicare	814	843	1,050
	Total Special Education Program	93,412	96,698	102,201

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72230	Vocational Education Program			
105	Supervisor/Director	28,913	30,197	31,405
201	Social Security	1,789	0	0
204	State Retirement	1,969	0	0
212	Employer Medicare	419	438	456
	Total Vocational Education Program	33,090	30,635	31,861
72250	Technology			
136	Audiovisual Personnel	42,878	44,714	46,057
138	Instructional Computer Personnel	67,348	71,364	73,505
201	Social Security	6,413	6,700	7,415
204	State Retirement	6,550	6,900	7,330
207	Medical Insurance	20,987	22,055	23,500
210	Unemployment Compensation	3	7	15
212	Employer Medicare	1,500	1,530	1,735
350	Internet Connectivity	17,520	17,520	18,000
470	Cabling	5,597	2,150	2,500
471	Software	38,427	38,500	50,000
524	In Service/Staff Development	0	0	6,000
722	Regular Instruction Equipment	29,531	16,000	40,000
	Total Technology	236,754	227,440	276,057
72290	Other Programs			
215	On Behalf Contribution for OPEB	36,805	0	0
	Total Other Programs	36,805	0	0

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72310	Board of Education			
118	Secretary to Board	1,740	1,818	1,939
191	Board and Committee Members Fees	12,586	12,525	13,302
201	Social Security	704	800	945
204	State Retirement	119	116	975
207	Medical Insurance	14,105	15,438	16,000
210	Unemployment Compensation	3	4	10
212	Employer Medicare	206	207	225
302	Advertising	983	1,000	3,000
320	Dues and Memberships	11,741	12,000	14,000
331	Legal Services	6,060	5,750	6,000
355	Travel	0	0	0
399	Other Contracted Services	7,430	7,500	9,000
435	Office Supplies	1,163	1,750	1,800
510	Trustee's Commission	64,128	70,000	75,000
513	Worker's Compensation Insurance	52,284	56,060	59,000
534	Refund to Applicant for Criminal Investigation	5,347	2,750	6,000
599	Other Charges	17,405	14,500	16,000
	Total Board of Education	196,004	202,218	223,196
72320	Director of Schools			
101	County Official/Administrative Officer	102,679	107,387	145,118
117	Career Ladder Program CEO	1,000	1,000	1,000
140	Salary Supplement	6,677	6,171	7,000
161	Secretary	30,286	31,840	32,795
201	Social Security	8,134	8,465	11,530
204	State Retirement	9,310	9,265	10,850
207	Medical Insurance	26,296	27,900	30,000
210	Unemployment Compensation	6	7	15
212	Employer Medicare	1,902	1,990	2,700
307	Communication	41,343	42,500	45,000
399	Other Contracted Services	9,876	9,000	9,000
435	Office Supplies	1,394	500	1,500
524	In Service/Staff Development	2,438	2,800	4,000
599	Other Charges	72	0	300
701	Administration Equipment	0	275	1,500
	Total Director of Schools	241,413	249,100	302,308

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72410	Office of the Principal			
104	Principals	281,003	280,311	291,524
119	Accountants/Bookkeepers	127,503	134,000	153,121
139	Assistant Principals	149,816	230,031	241,301
161	Secretary	28,529	26,773	30,519
185	Educational Incentive Fund	39,341	40,356	75,000
201	Social Security	36,349	41,200	49,100
204	State Retirement	38,546	46,000	60,900
207	Medical Insurance	106,145	124,000	106,905
210	Unemployment Compensation	38	48	75
212	Employer Medicare	8,501	9,800	11,840
499	Other Supplies and Materials	5,095	4,800	6,800
599	Other Charges	900	0	0
701	Administration Equipment	0	1,700	4,000
	Total Office of the Principal	821,766	939,019	1,031,085
72510	Fiscal Services			
119	Accountants/Bookkeepers	107,317	112,851	116,087
201	Social Security	6,059	6,050	7,195
204	State Retirement	6,375	6,600	7,122
207	Medical Insurance	25,637	27,750	29,110
210	Unemployment Compensation	6	3	15
212	Employer Medicare	1,417	1,420	1,683
348	Postal Charges	2,697	3,000	3,300
399	Other Contracted Services	25,546	24,703	25,000
435	Office Supplies	3,720	2,100	3,500
524	Inservice/Staff Development	675	750	800
599	Other Charges	0	63	100
701	Administration Equipment	1,486	269	5,500
	Total Fiscal Services	180,935	185,559	199,412

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72610	Operation of Plant			
166	Custodial Personnel	175,016	215,930	247,440
201	Social Security	10,335	12,610	15,345
204	State Retirement	8,999	12,300	15,170
207	Medical Insurance	32,582	38,230	46,185
210	Unemployment Compensation	26	18	30
212	Employer Medicare	2,417	2,950	3,590
359	Disposal Fee	35,000	35,000	35,000
399	Other Contracted Services	2,925	5,380	6,000
410	Custodial Supplies	35,586	26,200	40,000
415	Electricity	290,676	355,000	375,000
434	Natural Gas	91,949	65,000	110,000
454	Water and Sewer	29,189	43,000	50,000
499	Other Supplies and Materials	0	0	750
502	Building and Contents Insurance	144,647	175,892	195,000
599	Other Charges	0	0	500
	Total Operation of Plant	859,347	987,510	1,140,010
72620	Maintenance of Plant			
105	Supervisor/Director	77,787	85,556	87,670
167	Maintenance Personnel	25,218	26,830	25,684
201	Social Security	6,054	6,550	7,030
204	State Retirement	6,118	6,815	6,950
207	Medical Insurance	15,459	16,500	17,535
210	Unemployment Compensation	6	7	15
212	Employer Medicare	1,416	1,550	1,645
335	Maintenance and Repair Services - Buildings	106,571	228,000	125,000
399	Other Contracted Services	43,523	33,500	40,000
499	Other Supplies and Materials	4,348	6,000	8,500
599	Other Charges	50	0	750
717	Maintenance Equipment	0	0	3,000
790	Other Equipment	56,498	0	0
	Total Maintenance of Plant	343,048	411,308	323,779

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
72710	Transportation			
105	Supervisor/Director	52,530	50,163	51,961
142	Mechanic(s)	0	0	0
146	Bus Drivers	324,809	359,000	367,000
189	Other Salaries & Wages	22,609	14,000	20,000
201	Social Security	19,483	21,000	27,220
204	State Retirement	17,937	19,000	27,880
207	Medical Insurance	46,376	51,000	41,800
210	Unemployment Compensation	41	48	75
212	Employer Medicare	5,554	6,000	6,365
313	Contracts with Parents	6,145	7,400	12,000
338	Maintenance and Repair Services - Vehicles	33,084	25,000	36,300
399	Other Contracted Services	4,229	4,000	5,000
412	Diesel Fuel	61,279	50,000	75,000
425	Gasoline	10,116	8,500	20,000
433	Lubricants	3,715	2,000	4,000
450	Tires and Tubes	10,159	15,500	16,000
453	Vehicle Parts	8,907	12,000	15,000
524	In Service/Staff Development	1,888	1,500	2,000
599	Other Charges	7,288	7,500	10,000
729	Transportation Equipment	135,684	143,629	150,000
	Total Transportation	771,833	797,240	887,601

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June 19, 2025

Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
73000	Operation of Non-Instructional Services			
73300	Community Services			
105	Supevisor/Director	12,025	12,025	12,025
116	Teachers	18,112	33,725	30,600
162	Clerical Personnel	12,867	15,800	15,850
163	Educational Assistants	40,196	34,000	31,200
189	Other Salaries & Wages	11,890	9,250	10,304
201	Social Security	5,270	7,250	6,082
204	State Retirement	5,095	7,750	6,920
210	Unemployment Compensation	14	18	30
212	Employer Medicare	1,378	1,875	1,424
399	Other Contracted Services	1,469	4,500	2,925
422	Food Supplies	2,005	1,200	1,200
429	Instructional Supplies & Materials	3,774	1,600	2,500
499	Other Supplies and Materials	1,968	1,500	1,500
524	Inservice/Staff Development	1,520	1,500	1,500
		117,583	131,993	124,060
73400	Early Education			
105	Supervisor/Director	8,000	8,000	8,000
116	Teachers	105,999	109,999	116,000
163	Educational Assistants	16,681	18,000	22,288
195	Certified Substitute Teachers	0	0	625
198	Non-certified Substitute Teachers	85	625	625
201	Social Security	7,612	8,000	9,150
204	State Retirement	7,206	10,000	11,375
207	Medical Insurance	25,733	27,114	25,960
210	Unemployment Compensation	6	7	15
212	Employer Medicare	1,780	1,900	2,140
422	Food Supplies	16	50	250
429	Instructional Supplies & Materials	372	200	2,000
499	Other Supplies and Materials	148	175	500
524	In Service/Staff Development	14	0	500
722	Regular Instructional Equipment	300	0	500
	Total Regular Instruction Program	173,952	184,070	199,928

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Account No.	Description	Actual 2023-2024	Estimated 2024-2025	Estimated 2025-26
76000				
76100	Regular Capital Outlay			
304	Architects	4,961	0	0
399	Other Contracted Services	176,912	188,952	20,000
706	Building Construction	226,952	2,229,757	1,869,894
707	Building Improvements	45,733	1,268,273	600,000
711	Furniture and Fixtures	4,513	16,285	5,000
	Total Regular Capital Outlay	459,071	3,703,267	2,494,894
80000	Debt Service			
82130	Principal on Debt - Education			
612	Principal on Other Loans	272,140	355,900	360,300
620	Debt Service Contributions to Primary Government	0	0	0
82310	Other Debt Service - Education	0	0	0
82230	Interest on Debt - Education			
613	Interest on Other Loans	36,219	53,022	48,400
	Total Debt Service	308,359	408,922	408,700
	Total Estimated Expenditures	$13,793,117	$17,908,195	$18,482,264
	Excess (Deficiency) of Estimated Revenues Over Estimated Expenditures	$3,190,065	($2,371,860)	($3,606,261)
	Estimated Other Financing Sources (Uses)			
49200	Note Issued	0	0	0
49500	Other Loan Issued	0	0	0
49700	Insurance Recovery	13,467	0	0
49800	Transfers In	0	0	0
99100	Transfers Out	0	0	0
	Total Estimated Other Financing Sources (Uses)	13,467	0	0
	Estimated Net Change in Fund Balance	3,203,532	(2,371,860)	(3,606,261)
	Estimated Fund Balance, July 1	4,555,810	7,759,342	5,387,482
	Estimated Fund Balance, June 30	$7,759,342	$5,387,482	$1,781,221