Maryville City Schools
520 S Washington St
Maryville, TN 37804

BOARD OF EDUCATION **5:30 PM, JUNE 15, 2026**
REGULAR MEETING **CENTRAL OFFICE MULTI-PURPOSE ROOM**

I. CALL TO ORDER **CHAIR ELDER**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE

II. ADOPT AGENDA
III. COMMENTS FROM THE PUBLIC

IV. CONSENT AGENDA ITEMS

1. Approve Minutes of May 18, 2026, meeting (Attachment)
2. Ratify Executive Committee approval for Maryville High School and Maryville Junior High School Wrestling overnight to Kentucky – Funding Source: Students (Attachment A1)
3. Ratify Executive Committee approval for Maryville High School Softball Team overnight to Murfreesboro, Tennessee for tournament – Funding Source: MHS Athletics (Attachment A2)
4. Approve renewal of IXL Learning for the 2026-27 school year- $116,262.50 – Funding Source: Summer School/GP Software (Attachment A3)
5. Ratify Executive Committee approval for Maryville High School Girls Basketball Team overnight to MTSU for camp – Funding Source: Girls Basketball (Attachment A4)
6. Ratify Executive Committee approval for Maryville High School Marching Band overnight to Candler, North Carolina for competition – Funding Source: Band Camp Fees (Attachment A5)
7. Ratify Executive Committee approval for Finchum Flooring for the Maryville Junior High School gym floor replacement - $165,856.00 – Funding Source: Building Improvements (Attachment A6)
8. Approve renewal from Curriculum Associates for iReady - $62,045.48 – Funding Source: GP Software/Summer School (Attachment A7)
9. Approve renewal from Renaissance for Accelerated Reader - $62,351.01 – Funding Source: GP Software/Summer School (Attachment A8)
10. Approve to declare certain items as surplus and authorize their disposal (Attachment A9)
11. Approve Maryville High School Dance Team overnight trip to Florida for UDA Nationals – Funding Source: Fundraisers (Attachment A10)

V. AGENDA ITEMS

1. Consider 2-year contract extension with Director of Schools (Attachment B1)
2. Consider changes to Board Policy 1.804 (Alcohol & Drugs in the Workplace), 5.403 (Drug & Alcohol Testing for Employees, 5.608 (Tutoring for Pay), and 5.800 (Director of Schools) (Attachment B2)

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VI. REPORTS FROM DIRECTOR OF SCHOOLS

VII. RECOGNITION OF STAFF AND STUDENTS

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURN

Upcoming meeting dates:
July 13, 2026, 5:30 p.m., Central Office Multi-Purpose Room
August 10, 2026, 5:30 p.m., Central Office Multi-Purpose Room

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

May 19, 2026
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School and Maryville Junior High School Wrestling overnight to Kentucky – Funding Source: Students

APPROVED:

Director of Schools _____ Date 05/19/2026

Chair, Board of Education _____ Date 05/19/2026

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM

Maryville City Schools

School: MHS, MJHS Team: Coordinating Teacher(s): Alex Cate,

Trip Date: June 5-8th, 2026 Destination: Campbellsville University, Kentucky

Cost Per Student: $190 Cost Per Adult: $190

Number of Attending Students: 7 Number of Attending Adults: 1

Departure Time: Friday 8:00AM Return Time: Sunday 9:00PM

Is this an overnight trip? YES *overnight trips require board approval

Funding Source: Student payment *for trips requiring board approval

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

Transportation: ☐ Walk ☐ Cars ☐ Bus ☑ Vans Vans #___1___

Bus Service Provider: Maryville City Schools

Trip Justification: Interscholastic athletics

Trip Coordinator's Signature: R Alex Cate

Principal's Signature: [signature]

Director of Schools Signature: [signature] Date: 5/18/26

School Board Approval, as applicable: [signature] Date: 5/18/26

To Be Completed After Approval:

PO#:_____ Please Initial Below:

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

Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade:_____ Department/Team:

Coordinating Teacher(s):

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

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

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

May 19, 2026
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Softball Team overnight to Murfreesboro, Tennessee for tournament – Funding Source: MHS Athletics

APPROVED:

Director of Schools _____ Date 05/19/2026

Chair, Board of Education _____ Date 05/19/2026

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: Softball

Coordinating Teacher(s): Spain, McMurray, Gibson

Trip Date: 5/18-5/22/26 Destination: Murfreesboro

Cost Per Student: _____ Cost Per Adult: _____

Number of Attending Students: 20 Number of Attending Adults: 4

Departure Time: _____ Return Time: _____

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

Funding Source: MHS Athletics *for trips requiring board approval

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

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

Bus Service Provider: Rocky Top Tours

Trip Justification: State Tournament

Trip Coordinator's Signature: _____

Principal's Signature: Heather Mott

Director of Schools Signature: _____ Date: 5/18/26

School Board Approval, as applicable: _____ Date: 5/18/26

To Be Completed After Approval:

PO#: _____

Please Initial Below:

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

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

REVISED 9.8.23

IXL LEARNING

RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1571441-1
DATE: FEBRUARY 24, 2026

TO:
Melissa Stowers
Maryville City School District
833 LAWRENCE AVE
MARYVILLE, TN 37803

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Caitlin Minge	A22-3623947	August 1, 2026 - August 1, 2027	June 30, 2026

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL site license, including:			
Grades 2-12 Subjects: IXL Complete (Math, ELA, Science, and Social studies)	3600	$23.50	$84,600.00
Grades K-1, 9 Subjects: Math and ELA	1300	$18.75	$24,375.00
Grades 10-12 Subject: Math	550	$13.25	$7,287.50
Auto-rostering services included			
		Total Price	$116,262.50

TOTALS	
Total Subscriptions List Price	$116,262.50
Grand Total	$116,262.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, click here or go to https://www.ixl.com/po-upload and enter quote # 1571441-1. Paying over $5,000 via credit card will result in a 3% fee. For international accounts, we can accept wire transfers for an additional fee.

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

May 28, 2026
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Girls Basketball Team overnight to MTSU for team camp – Funding Source: Girls Basketball

APPROVED:

Director of Schools_____ Date 05/28/2026

Chair, Board of Education_____ Date 05/28/2026

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: Lady Rebels Basketball
Coordinating Teacher(s): Alex Bowers
Trip Date: 6/10 & 6/11 Destination: MTSU team camp
Cost Per Student: $40 Cost Per Adult: —
Number of Attending Students: 12 Number of Attending Adults: 3
Departure Time: 8:00a Return Time: 10pm
Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval
Funding Source: Lady Rebels Basketball *for trips requiring board approval
Is a school nurse required to attend? ☐ Yes ☑ No
Transportation: ☐ Walk ☑ Cars ☐ Bus ☐ SPED Bus Number of Buses _____
Bus Service Provider: _____
Trip Justification: _____
Trip Coordinator's Signature: [signature]
Principal's Signature: [signature]
Director of Schools Signature: [signature] Date: 5/28/26
School Board Approval, as applicable: [signature] Date: 5/28/26

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

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

Grade: _____ Department/Team: _____
Coordinating Teacher(s): _____
Field Trip Destination: _____
Final Count of Students Paying: _____
Final Count of Students Waived: _____
Final Count of Adults Paying: _____
Signature of Person Verifying: _____

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

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

May 28, 2026
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Marching Band overnight to Candler, North Carolina for competition – Funding Source: Band Camp Fees

APPROVED:

Director of Schools _____ Date 05/28/2026

Chair, Board of Education _____ Date 05/28/2026

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM
Maryville City Schools

Maryville High School

School: MHS Grade/Course/Team/Organization: 8-12 / Marching Band

Coordinating Teacher(s): Jonathan Leichman and Sean Copeland

Trip Date: 9/26/2026 Destination: Enka High School (475 Enka Lake Road, Candler, NC 28715)

Cost Per Student: Band Camp Fees Cost Per Adult: Ticket Price for Competition (between $15-$25)

Number of Attending Students: 110 Number of Attending Adults: 20

Departure Time: Early Morning Return Time: Late Evening

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

Funding Source: Band Camp Fees *for trips requiring board approval

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

Transportation: ☐Walk ☐Cars ☑Bus ☐SPED Bus Number of Buses 2 Charter Buses

Bus Service Provider: Rocky Top Tours Inc

Trip Justification: Marching Band Competition - Professional Judging Panel

Trip Coordinator's Signature: [signature]

Principal's Signature: [signature]

Director of Schools Signature: [signature] Date: 5/28/26

School Board Approval, as applicable: [signature] Date: 5/28/26

To Be Completed After Approval:

PO#: _____

Please Initial Below:

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

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

REVISED 9.8.23

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

June 3, 2026
Maryville City School Board
Executive Committee Meeting

Approve Finchum Sports Flooring for Maryville Junior High School gym floor replacement – Funding Source: Building Improvements

APPROVED:

Director of Schools _____ Date 06/03/2026

Chair, Board of Education _____ Date 06/03/2026

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

BID TAB

Page 1 of 1

Pursuant to the Invitation to Bid for...

Maryville Junior High School Gym Floor Replacement
Blount County
Maryville, Tennessee

Bids opened in: **Maryville, TN**

Addenda issued:

Contract Time: **Substantial Completion July 27, 2026**

Bids and modifications must have been received here by...
2:00 PM local time May 29,, 2026
I thus declare the bidding closed, and will now proceed to open and read the bids and modifications received.

Owner represented by: Joe Robinette/ Sarah Pritchard

Bid opening conducted by: Joe Robinette

Bidders of Record name, city, license number	Present at bid?			BASE BID
Southern Flooring	N			$158,000.00
Finchum Sports Flooring	Y			$165,856.00
Skilled Services	Y			$247,000.00

Curriculum Associates®

Prepared For:
Kevin Myers
Maryville City SD
520 S Washington St,
Maryville, TN 37804

5/20/2026

Dear Kevin Myers,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2026-2027 Quote ID: 442121.4 Quote Valid through: 12/31/2026

Product	List Price	Net Price
Magnetic Literacy	$2,120.00	$510.00
i-Ready	$58,726.00	$56,674.28
Professional Learning	$4,800.00	$4,800.00
i-Ready Partners Services	$6,000.00	$0.00
	List Total:	$71,646.00
	Savings:	$9,661.72
	Shipping/Tax/Other:	$61.20
	Total:	**$62,045.48**

Thank you again for your interest in Curriculum Associates.

Sincerely

Kristi Schalk
(423) 503-8877
kschalk@cainc.com

i-Ready Partners Services Includes:

- *Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment*
- *Implementation Management: Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management*
- *Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Learning sessions, and i-Ready Central Self-Service Resources*
- *Technical Support: Proactive Network Monitoring & Issue Notification, Annual Health Check, Technical Support*

Please submit this quote with your purchase order

Renaissance
2911 Peach Street, Wisconsin Rapids, WI 54494-1905
PO Box 8036, Wisconsin Rapids, WI 54495
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
Q-464822 v3

Maryville City School District - 84909

Primary Contact
Melissa Stowers
Email - melissa.stowers@maryville-schools.org
520 S Washington St
Maryville, TN 37804

Billing Account
Maryville City School District – 84909
Email - michelle.hamilton@maryville-schools.org
520 S Washington St
Maryville, TN 37804

Quote Summary	
School Count: 7	
Renaissance Products & Services Total	$62,351.01
Estimated Sales Tax	$0.00
Shipping Cost	$0.00
Grand Total	**USD $62,351.01**

This quote includes: myON, Services, myON News and Accelerated Reader.

By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at https://docs.renaissance.com/R62068 are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at https://www.renaissance.com/privacy/.

To accept this offer and place an order, please sign and return this Quote.

Requested Invoice Date: 01-Jul-2026

Renaissance will issue an invoice for this Quote on the Requested Invoice Date indicated above. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance prior to the Requested Invoice Date. Customer agreed to pay the invoice within 30 days after the Requested Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Account information is correct.

Renaissance Learning, Inc.	Maryville City School District
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: Chief Financial Officer	Title:
Date: 21-May-2026	Date:

Please e-sign OR print, sign, and return this Quote to your Account Representative Mitch Miller at mitch.miller@renaissance.com. For any changes or additional information, please reach out by email or phone at (615) 795-7600. Thank you.

Surplus Property Disposal Form

School/Department Information:

School:	John Sevier
Department:	Modular Classrooms
Location of Property:	2001 Seqouyah Ave
Contact Person:	Joe Robinette
Phone:	865-982-7121
Email:	joe.robinette@maryville-schools.org
Date Submitted:	6/8/2026

Please return this form to Sarah Pritchard
sarah.pritchard@maryville-schools.org

Item Information:

Asset Name	Category	Manufacturer	Serial No.	MCS Asset Tag#	Condition	Disposal Reason	Est Value	Fund
2009 Norris Homes Modular Classroom	Other	Norris Homes	N02020312NABM		Used	Obsolete	$ -	142 Federal
2009 Norris Homes Modular Classroom	Other	Norris Homes	N02020310NABM		Used	Obsolete	$ -	142 Federal
							$ -	
							$ -	
							$ -	
							$ -	

*attach spreadsheet on tab 2 for additional assets

Requested Action:

- ☐ Transfer to another school/department
- ☐ Recycle
- ☐ Discard
- ☐ Sell (auction, GovDeals, private party, etc.)
- ☑ Other (please specify): Donated to mover in exchange for the cost of removal

Authorization:

Principal/Supervisor Approval: Joe Robinette Date: 6/8/2026

District Office Use Only:

Director of Schools Approval: Date:

School Board Chairman Approval: Date:

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: Dance Team
Coordinating Teacher(s): Sierra Buck + Cayla Rimmer
Trip Date: Feb 2026 Destination: FL - UDA Nationals
Cost Per Student: $3000 Cost Per Adult: $3000
Number of Attending Students: 14 Number of Attending Adults: 2
Departure Time: 8 AM Return Time: 10 PM
Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval
Funding Source: Fundraisers *for trips requiring board approval
Is a school nurse required to attend? ☐ Yes ☑ No
Transportation: ☐ Walk ☐ Cars ☐ Bus ☐ SPED Bus Number of Buses _____ Fly
Bus Service Provider: _____
Trip Justification: competition
Trip Coordinator's Signature: Sierra Buck
Principal's Signature: [signature]
Director of Schools Signature: [signature] Date: 6/9/26
School Board Approval, as applicable: _____ Date: _____

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

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

Grade: _____ Department/Team: _____
Coordinating Teacher(s): _____
Field Trip Destination: _____
Final Count of Students Paying: _____
Final Count of Students Waived: _____
Final Count of Adults Paying: _____
Signature of Person Verifying: _____

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

REVISED 9.8.23

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

The BOARD, in accordance with its actions as found in the Minutes of its meeting held on the 15th day of June 2026, changed the following condition of the Director of Schools contract originally entered into on the 8th day of June 2020.

EXTENSION OF TERM OF CONTRACT - Extends the Director's employment contract until the 30th day of June 2030.

MICHAEL S. WINSTEAD DATE
DIRECTOR OF SCHOOLS

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

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Alcohol & Drugs in the Workplace**	**1.804**	**07/13/26**
		Rescinds: **1.804**	Issued: **09/16/19**

General

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal, and/or referral for prosecution.[1]

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

DEFINITIONS

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

"Illegal drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.[2]

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

"Alcohol" shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol as defined by state and federal law.[4]

ALCOHOL & DRUG-FREE WORKPLACE

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs[1] or any alcohol.[5]

PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

Whenever the Director, or his/her authorized designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated this policy, Alcohol & Drugs in the Workplace, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in Policy 5.403 Drug & Alcohol Testing for Employees.

Legal References

1. Drug Free Workplace Act of 1988. 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
2. 21 USCA § 812
3. TCA 49-5-1003(b)(16). (17). (18)
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Drug & Alcohol Testing for Employees**	**5.403**	**07/13/26**
		Rescinds: **5.403**	Issued: **02/11/19**

REASONABLE SUSPICION DRUG TESTING

If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804, Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon reasonable suspicion that an employee's job performance or behavior may be impaired by illegal drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the employee to undergo drug or alcohol testing.

An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with board policy, and state law, where applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy and subject to termination.

The Director or his/her authorized designee are the only individuals in the district authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.

2. Acute Case: Appearing in a specific incident or observation to then be under the present influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include, but are not limited to, the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.

2. Apparent physical state of impairment of motor functions.

3. Marked changes in personal behavior not attributable to other factors.

4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be transmitted to the Medical Review Officer and the Director/designee.

Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified Breath Alcohol Technician.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.[1]

The use, possession, sale, purchase, or transfer of any controlled substances, except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work, or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and their ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools or the Director of Transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employees/applicants for alcohol and drug use and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The Director of Schools or the Director of Transportation is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

Dissemination

The Director of Schools or the Director of Transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.[2] The Director of Schools or the Director of Transportation is designated to answer questions about this policy, procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331
2. 49 CFR § 382.601

Cross References

Drug-Free Workplace 1.804

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Tutoring for Pay**	**5.608**	**07/13/26**
		Rescinds: **5.608**	Issued: **02/11/19**

Any employee may enter into an agreement with parents for private academic tutoring, athletic training, or artistic lessons of children for a fee, but this practice must be limited to those children whom the employee is not currently exercising teaching, administrative, or supervisory responsibility.[1] This rule does not apply if the requested service falls outside of the scope of the regular job duties of the employee, such as ACT prep work courses, piano lessons, and tutoring within a content area outside of the teaching responsibilities. In addition, it does not apply to school authorized and approved clinics, camps, etc.

Facility use may be granted for activities that advance the academic, artistic, or athletic endeavors of the district.

No private teaching or tutoring shall be done by an employee in any Maryville City School during the hours of the regular school day.

Any employee of Maryville City Schools seeking to offer private tutoring in a school after the regular school day shall submit a request to the Director of Schools through the principal of the school. If the principal approves the application, it shall be forwarded to the Director of Schools for final disposition by the Director of Schools/designee.

Any teacher who enters into a private tutoring agreement, athletic training, or artistic lessons with a parent/guardian does so as an independent actor and not as an agent of the school district. The school district shall not be liable for any claims, damages, or liabilities arising from or related to private tutoring services provided by a school employee. The teacher providing such services shall assume full responsibility and liability and agrees to indemnify and hold harmless the school district, its board members, administrators, and employees from any and all claims, demands, actions, or causes of action arising out of or in connection with such services.

Legal References

1. TCA 49-5-1003

Cross Reference

Non-School Employment 5.607

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Director of Schools**	**5.800**	**07/13/26**
		Rescinds: **5.800**	Issued: **02/11/19**

The Director of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all the public schools, personnel, and departments of the school system. *The Director of Schools is the only employee directly employed by the Board of Education. All other employees of the district are employed, supervised, and managed under the authority of the Director of Schools.*[1]

The Director of Schools is charged by the Board with the responsibility to oversee and manage all personnel matters within the district, consistent with applicable laws, regulations, and Board policies. This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the delegation of such duties as appropriate.[2]

Legal References

1. TCA 49-2-301(a)
2. TCA 49-2-301(e)