Regular Meeting of the Trousdale County Board of Education
Thursday, July 16, 2026
Trousdale County Board of Education
103 Lock Six Road
Hartsville, TN 37074

Attendance Taken at 6:00 PM.

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

1. AGENDA:

1.A. Call to Order Johnny Kerr, Chairperson

1.B. Invocation Robby Atwood, Board Member

1.C. Pledge of Allegiance Chris Woodard, 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 July 16, 2026
Approval of the July 16, 2026, 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 July 16, 2026
Approval of the July 16, 2026, Consent Agenda passed with a motion by Robert Atwood and a second by Chris Woodard.

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

2.B. Approval of Minutes from June 18, 2026

2.C. Approval of TCES Fundraiser Attachment A

2.D. Approval of FBLA Winter Pageant Fundraiser Attachment B

2.E. Approval of FBLA Trip Request Attachment C

2.F. Approval of FBLA Mud Volleyball Fundraiser Attachment D

2.G. Approve TSBA Policy Revision 1.400 School Board Meetings Attachment E

2.H. Approval of TSBA Policy Revision 1.403 Agendas Attachment F

2.I. Approval of TSBA Policy Revision 1.404 Appeals to and Appearances Before the Board Attachment G

2.J. Approval of TSBA Policy Revision 1.404.3 Request to Address the Board Attachment H

2.K. Approval of TSBA Policy Revision 1.407.2 Redaction of Confidential Information from Public Records Attachment I

2.L. Approval of TSBA Policy Revision 1.905 Charter School Renewal Attachment J

2.M. Approval of TSBA Policy Revision 2.100 Fiscal Management Goals Attachment K

2.N. Approval of TSBA Policy Revision 2.400 Revenues Attachment L

2.O. Approval of TSBA Policy Revision 3.220.1 Appeal Regarding Access to Private Facilities Attachment M

2.P. Approval of TSBA Policy Revision4.100 Instructional Programs Attachment N

2.Q. Approval of TSBA Policy Revision 4.101.1 Instructional Standards Review Attachment O

2.R. Approval of TSBA Policy Revision 4.207.1 English Learners Attachment P

2.S. Approval of TSBA Policy Revision 4.213 Family Life Education Attachment Q

2.T. Approval of TSBA Policy Revision 4.215 Instructional Use of Digital Devices Attachment R

2.U. Approval of TSBA Policy Revision 4.215.1 Instructional Use of Digital Devices of K-5 Attachment S

2.V. Approval of TSBA Policy Revision 4.300 Extracurricular Activities Attachment T

2.W. Approval of TSBA Policy Revision 4.301 Interscholastic Athletics Attachment U

2.X. Approval of TSBA Policy Revision 4.301.6 Participation in Athletic Activities or Events Attachment V

2.Y. Approval of TSBA Policy Revision 4.301.8 Application for Private School Students to Participate in Extracurricular Athletics Attachment W

2.Z. Approval of TSBA Policy Revision 4.600 Grading System Attachment X

2.AA. Approval of TSBA Policy Revision 4.600.1 Grading System for K-8 Attachment Y

2.AB. Approval of TSBA Policy Revision 4.603 Promotion and Retention Attachment Z

2.AC. Approval of TSBA Policy Revision 4.605 Graduation Requirements Attachment AA

2.AD. Approval of TSBA Policy Revision 4.605.1 Early Graduation Program Attachment AB

2.AE. Approval of TSB Policy Revision 5.104 Equal Opportunity Employment Attachment AC

2.AF. Approval of TSBA Policy Revision 5.105.2 Job Vacancy Notice Attachment AD

2.AG. Approval of TSBA Policy Revision 5.106 Application and Employment Attachment AE

2.AH. Approval of TSBA Policy Revision 5.200 Separation Practices for Tenured Teachers Attachment AF

2.AI. Approval of TSBA Policy Revision 5.201 Separation Practices for Non-Tenured Teachers Attachment AG

2.AJ. Approval of TSBA Policy Revision 5.302 Sick Leave Attachment AH

2.AK. Approval of TSBA Policy Revision 5.303 Personal and Professional Leave Attachment AI

2.AL. Approval of TSBA Policy Revision 5.501 Complaints and Grievances Attachment AJ

2.AM. Approval of TSBA Policy Revision 5.600 Staff Rights & Responsibilities Attachment AK

2.AN. Approval of TSBA Policy Revision 5.610.1 Staff-Student Relations Attachment AL

2.AO. Approval of TSBA Policy Revision 5.801 Director of Schools Recruitment and Selection Attachment AM

2.AP. Approval of Revision to Policy 5.6002 Staff Dress Code Attachment AN

2.AQ. Approval of TSBA Policy Revision 6.100 Student Goals Attachment AO

2.AR. Approval of TSBA Policy Revision 6.200 Attendance Attachment AP

2.AS. Approval of TSBA Policy Revision 6.200.3 Absences Attachment AQ

2.AT. Approval of TSBA Policy Revision 6.202 Home Schools Attachment AR

2.AU. Approval of TSBA Policy Revision 6.205 Student Assignments Attachment AS

2.AV. Approval of TSBA Policy Revision 6.205.1 Orders of Protection Attachment AT

2.AW. Approval of TSBA Policy Revision 6.301 Rights and Responsibilities of Students Attachment AU

2.AX. Approval of TSBA Policy Revision 6.303 Questioning Students and Searches Attachment AV

2.AY. Approval of TSBA Policy Revision 6.303.1 Searches by School Personnel Attachment AW

2.AZ. Approval of TSBA Policy Revision 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation Attachment AX

2.BA. Approval of TSBA Policy Revision 6.306 Interference Disruption of School Activities Attachment AY

2.BB. Approval of Revision to Policy 6.310 Dress Code Attachment AZ

2.BC. Approval of TSBA Policy Revision 6.318 Admission of Suspended or Expelled Students Attachment BA

2.BD. Approval of TSBA Policy Revision 6.411 Student Wellness Attachment BB

2.BE. Approval of TSBA Policy Revision 6.412 Emergency Allergy Response Plan Attachment BC

2.BF. Approval of TSBA Policy Revision 6.412.2 Allergy and Anaphylaxis Emergency Response Plan Attachment BD

2.BG. Approval of TSBA Policy Revision 6.506 Students from Military Families Attachment BE

2.BH. Approval of TSBA Policy Revision 6.506.1 Determination of Students from Military Families Attachment BF

2.BI. Approval of TSBA Policy Revision 6.2011.1 Voluntary Pre-K Enrollment Attachment BG

2.BJ. Approval of TSBA Policy Revision 6.3041 Title IX & Sexual Harassment Attachment BH

2.BK. Approval of TSBA Policy Revision 6.4053 Outside Applied Behavior Analysis Therapy Attachment BI

2.BL. Approval of TSBA Policy Revision 6.4053.1 Outside Applied Behavior Analysis Therapy Attachment BJ

2.BM. Approval of TSBA Policy Revision 6.4053.2 Outside Applied Behavior Analysis Therapy Complaint Form Attachment BK

3. SCHOOL DISTRICT HIGHLIGHTS:

Mrs. Cothron announced that preliminary results from the 2026 TCAP/EOC indicated that Trousdale County had done very well and that schools had met most all of the indicators. This is a standard setting year for science. Those results will be shared in August.

4. PRINCIPALS' REPORTS: (As Needed)

4.A. Student School Board Representative

5. DIRECTOR'S REPORT:

5.A. Employment Notifications

- ❖ Coach Carson Hackett resigned his position as PE teacher and head JSMS football coach
- ❖ Kendall Belcher has been named head football coach at JSMS
- ❖ Haley Eden was hired as 6th grade ELA teacher
- ❖ Peyton Cheek resigned as TCHS science teacher
- ❖ Phil Anthony was hired as TCHS math teacher
- ❖ Hannah King & Jackie Porter – interim nurses
- ❖ Tera Hix resigned her position as SpEd teacher at TCES

5.B. Academic and Goal Updates

- Teachers are attending in-service this week and next week
- July 27th all faculty and staff will be back
- July 30th is the first day of school (elementary parents will be allowed to walk their students to classrooms on the first day if they would like)
- All schools will be having Open Houses:
  - Elementary School – Monday, July 27th - PreK & K 4:00 – 6:00 (come and go) and Tuesday, July 28th, 1st – 5th grade 4:00-7:00
  - Middle School – Monday, July 27th - 7th & 8th grade 4:30-5:30 and 6th grade 6:00-7:00
  - High School – Tuesday, July 28th - 5:00-7:00
- Saturday, August 1st – Open House at the field house from 4:00-6:00
- Maintenance is working to get schools and campuses ready for the 1st day of school

5.C. Project Updates

The Jim Satterfield Middle School gym floor is close to being completed.

6. OLD BUSINESS

7. NEW BUSINESS:

7.A. Approval of Procedures for Parent Notification Attachment BL
Approval of Procedures for Parent Notification passed with a motion by John Kerr and a second by Chris Woodard with the following revisions: Remove "text" from Threat section, and change last sentence to state: "Communication may be distributed by means of website or social media post also."

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

7.B. Approval of the Creation of an Athletic Director for High School Sports Attachment BM
Approval of the Creation of an Athletic Director position for the High School passed with a motion by John Kerr and a second by Racheal Petty.

Chris Woodard:	Yea

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

7.C. Approval of the 2026-27 Strategic Compensation Plan Attachment BN
Approval for the 2026-27 Strategic Compensation Plan 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

7.D. Approval of revisions to Policy 6.204 Attendance of Non-Resident Students Attachment BO
Approval of revisions to Policy 6.204 Attendance of Non-Resident Students passed with a motion by Robert Atwood and a second by Chris Woodard.

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

John Kerr
Chairperson

Jennifer Cothron
Director of Schools

Trousdale County Schools
Request for Fundraising Activity

School: ☒TCES ☐JSMS ☐TCHS

A

AAttachment A

Student Group/Activity: T-shirts, Water Bottles and Umbrella Sale

Net Amount Expected/Goal: $1000.00

Specific Purpose of the Fundraiser:

To raise funds to reward students for Academic Excellence, Academic Achievement, Academic Improvement, Meeting Jacket Expectations, Perfect Attendance and Improved Attendance, and promote positive self-worth and appreciation throughout the school year when achieving goals.

Specific Use of the Funds Acquired:

The monetary collections will fund end of quarter, end of semester and end of year celebrations that include bouncy houses, glow parties, dance parties, and other celebrations requested by students.

Describe how students will be involved in the fundraising activity:

This is a small way to build responsible students in delivering information to parents and returning it to school. Students can enjoy being celebrated by family and encourages to always give their very best.

Courtney Caldwell — Sponsor's Signature — 7/6/26 — Date

Kellie Porter — Principal's Signature — 7/6/26 — Date

Jennifer Cothron — Director's Signature — 7-17-26 — Date

Board Approved: 7-16-26

B

Trousdale County Schools
Request for Fundraising Activity

December 5th, 2026

School: ☐TCES ☐JSMS ☑TCHS

Attachment B
A

Student Group/Activity: FBLA Winter Wonderland Pageant

Net Amount Expected/Goal: $2,000

Specific Purpose of the Fundraiser:

to raise money for leadership conferences.

Specific Use of the Funds Acquired:

to pay for fees associated with State and National leadership conferences.

Describe how students will be involved in the fundraising activity:

Students will help promote the event, and they will help day of with set up & clean up.

Courtney Holloway
Sponsor's Signature

5/28/26
Date

Principal's Signature

7/7/26
Date

J Cothron
Director's Signature

7-17-26
Date

Board Approved: 7-16-26

FBLA WINTER PAGEANT DETAILS

We would like to host this in December before we let out for Christmas Break.
December is good timing because it's the intermediate point between the fair pageant and the High School/band booster pageants. This falls in line with the same time we did it last year.

We would open this pageant up to high school aged students, middle school aged students, and elementary school aged students. Contestants would not have to be enrolled in TC schools to participate in these pageants.
At a minimum, we would have three pageants to separate ages, one for high school, one for middle school, and one for elementary school. Depending on the number of participants, we may split the pageants into even more categories (based on age) so there isn't such a wide range of ages in a particular pageant.
We would also invite vendors to set up in the hallway. Vendors would be charged a fee.

Contestant Entry Fee= $25
Ticket Prices for Audience= $5
Vendor Fee= $25

Depending on student volunteer participation, we may have a concession stand selling snacks and drinks.

All money raised will go into the FBLA fund and earnings will be split between teachers and students who organized/worked the event to help with their fees associated with State and National competitions.

Trousdale County Schools FBLA
Request for School Trip

hospitality Innovation

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

C

School: ☐ TCES ☐ JSMS ☑ TCHS ☐ Other: Attachment C
(Please specify)

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

Destination: Dollywood

Address: 2700 Dollywood Parks Blvd, Pigeon Forge, TN 37863

Date(s) of Event: September 28th, 2026

Approximate Mileage: ~400 (round trip) Student Fee: $ 70 *includes lunch + breakfast *as a reward for members who worke

Group Attending: FBLA Approximate #: ~40

Teacher(s) in Charge: Chelsey Hough + Courtney Galloway

Departure Time: 4 AM Return Time: ~11 pm

How will students benefit from this trip? Students will have behind-the-scenes insights and hands-on learning, which will lead to new skills, fresh inspiration, and a deeper understanding of the careers in the hospitality field. Students will explore theme park operations, guest services, culinary arts and entertainment management

Lunch details: lunch will be included

Parents or Chaperones: N/A

Non-participating students or classes will have a sub paid for by FBLA.

For Central Office Use Only

Principal's Signature — 7/7/26 Date

Director's Signature — 7-16-26 Date

Transportation Director's Signature — Date

Assigned Bus Driver(s): _____

FBLA MUD VOLLEYBALL DETAILS

We are trying to bring back mud volleyball and replicate it just the way it was back in the day!!

Teams will pay an entry fee of $100, and they will compete in a bracket. We will allow no more than 10 players per team. The fee will be based per team, not per player.

We don't have the exact date, but we would like to host it in September in the back field of the High School.

Depending on how many FBLA members we have to work the event, we would like to have a small concession with drinks and snacks. If we do not have an adequate amount of student volunteers, we will not have a concession.

All money earned will be split between students and teachers who worked the event to help with fees associated with the State Leadership Conference and the National Leadership Conference (if we make it to Nationals- we're hopeful!)

Trousdale County Schools
Request for Fundraising Activity

D

September 26th, 2026

School: ☐TCES ☐JSMS ☑TCHS

Attachment D

Student Group/Activity: FBLA Mud Volleyball

Net Amount Expected/Goal: $2,000

Specific Purpose of the Fundraiser:

to raise money for leadership conferences.

Specific Use of the Funds Acquired:

to pay for fees associated with State and National Leadership Conferences.

Describe how students will be involved in the fundraising activity:

Students will help promote the event, and they will help day of with set up + clean up.

Courtney Holloway — 5/28/26

Sponsor's Signature — Date

[signature] — 7/7/26

Principal's Signature — Date

[signature] — 7-17-26

Director's Signature — Date

Board Approved: 7-16-26

E

Attachment F

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**School Board Meetings**	**1.400**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.[3]

REGULAR MEETINGS

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

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE[5]

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons subject to the following requirements:

1. A quorum of the Board shall be physically present at the meeting in order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);

2. Any board member wishing to participate electronically shall do so using technology that allows the Chair to visually identify the board member; and

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

Work-Related Absence

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

Sickness or Period of Convalescence

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

Inclement Weather or Natural Disaster

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

Family Emergency

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

Military Service

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(c)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2026, Chapter No. 852

Cross References

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

1

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Agendas**	**1.403**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

The executive committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution on the school district website when it is distributed to the board members. The final agenda, together with supporting materials, shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the Director of Schools' office five (5) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

CONSENT AGENDA

While developing the agenda, the Chair and Director of Schools shall identify routine or noncontroversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

TIMED AGENDA

The executive committee shall assign a sufficient amount of time for each item on the agenda.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals. In addition,

the annual agenda shall designate dates to review designated sections of the board policy manual and to evaluate progress of programs for student achievement.

Legal References	Cross References
1. Public Acts of 2026, Chapter No. 699	Duties of Officers 1.201 Executive Committee 1.301 Appearances Before the Board 1.404

Trousdale County Board of Education			
Monitoring: **Review: Annually, in July**	Descriptor Term: **Appeals to and Appearances Before the Board**	Descriptor Code: **1.404**	Issued Date: **06/10/26**
		Rescinds:	Issued: **06/10/26**

APPEALS TO THE BOARD

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

APPEARING BEFORE THE BOARD

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

Public Comment Period[2]

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

Adding an Item to the Agenda

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

Legal References

1. TCA 39-17-306
2. TCA 8-44-112; Public Acts of 2026, Chapter No. 620

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Student Concerns 6.305

H

Attachment H

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Request to Address the Board**	**1.404.3**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

If an individual wishes to address the Board on an item on the agenda or any matter that is germane to the jurisdiction of the Board, he/she may sign up on the form provided before the beginning of the board meeting to request time to speak.

Individuals speaking to the Board shall address remarks to the Chair and may direct questions to individual board members or staff members only upon approval of the Chair.

Each person speaking shall state his/her name, address, and subject of presentation. Remarks will be limited to **5 minutes**.

Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf.

Fill out the below information. Return this form to the Director of Schools before the beginning of the board meeting.

Name: _____

Address: _____

Phone: _____

E-mail (optional): _____

Subject of Interest: _____

_____

_____

_____

_____ _____

Signature of Requestor *Date of Request*

I

Attachment I

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Redaction of Confidential Information from Public Records**	**1.407.2**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

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.

Certain information maintained by the school district would be deemed confidential and need to be redacted from a public record, unless expressly authorized by the individual or required by state or federal law. The following are examples of confidential information that may be found in a public record, including but not limited to:

1. Employee's telephone number;

2. Employee's bank account information, including but not limited to, debit card numbers, and any related personal identification numbers (PINs) or authorization codes, bank account numbers, transit routing numbers, names and location of financial institutions, and specific account information such as names, taxpayer identification numbers (TINs), and addresses associated with the bank account;

3. Employee/student social security number; and

4. Employee/student driver's license information – except where driving or operating a vehicle is considered to be a part of the employee's duties.

When confidential information is being redacted due to a public records request, the following guidelines shall be used: *

1. The records custodian will determine which information within the public record is deemed confidential.

2. If a record is maintained as a paper copy, a copy of the original document shall be made to ensure the integrity of the original document.

3. If a record is maintained electronically, a paper copy of this record shall be made for redaction purposes.

4. Once the confidential information is located with the document, this information shall be marked out with a black marker.

5. After all confidential information has been marked out, a copy of this redacted document shall be made to ensure that the requestor can't view the information through the marked-out redaction.

6. If the records custodian has a question as to the confidential nature of certain information within the record, he/she shall direct these questions to the Director of Schools.

EXEMPTED RECORDS

The following records are excluded from public inspection, including but not limited to:

1. Student Records (depending on the circumstances of the request);

2. Medical Records;

3. Teacher Effect Data and Teacher Evaluations; and

4. Security and Safety Records.

**NOTE: Information regarding the redaction of confidential information can be found on the website of the Office of Open Records Counsel:*
https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/BestPractices_1-20-17.pdf

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Renewal**	**1.905**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

ANNUAL NOTICE[1]

The Director of Schools/designee shall annually notify the charter school of whether the charter school is "on-track" or "off-track" for renewal. The status of each charter school shall be published in the annual authorizing report.

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.[2]

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.[3]

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.[4] 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.[4]

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[5]

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.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:[1]

1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;

2. Has attained a school composite level of "above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and

3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the Director of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. Public Acts of 2026, Chapter No. 1012
2. TCA 49-13-121(k)
3. State Board of Education Policy 6.111
4. TCA 49-13-121(a)
5. TCA 49-13-121; State Board of Education Policy 6.111

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Fiscal Management Goals**	**2.100**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

The Board shall practice sound fiscal management which guarantees maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.[1]

In fiscal management, the Board shall achieve the following goals:

1. Engage in advance planning with the Director of Schools that incorporates community feedback;

2. Establish levels of funding which will provide quality education for the district's students; and

3. Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.[2]

Legal References

1. *Internal School Funds Manual*, Section 3-1
2. Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments* (2026)

Cross References

School District Goals 1.700

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Revenues**	**2.400**	**03/26/26**
		Rescinds:	Issued: **03/26/26**

General

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

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

FEES

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

EXTENDED SCHOOL PROGRAM

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The principal shall report the collections and pay the Board by school check.[4]

FINES

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

TUITION INCOME

Tuition collected from nonresident students shall be placed in the system-wide school fund.

RENTAL INCOME

The principal will collect and remit to the central office all money received for use of a particular school facility or other school property.

GRANTS

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

COLLECTION OF FUNDS THROUGH ONLINE PAYMENT[6]

District staff are prohibited from collecting funds through online payment methods.

ROUNDING IN CASH TRANSACTIONS

Due to the discontinuance of the penny, rounding procedures shall be utilized in cash transactions. This applies to collections of all cash funds received by the district.

Cash transactions shall be rounded to the nearest $0.05. The following rounding method shall be utilized:

- Amounts ending in $0.01 or $0.02 shall be rounded down
- Amounts ending in $0.03 or $0.04 shall be rounded up
- Amounts ending in $0.06 or $0.07 shall be rounded down
- Amounts ending in $0.08 or $0.09 shall be rounded up

The Director of Schools/designee shall monitor implementation to ensure compliance with accounting standards and state law.

Legal References

1. TCA 49-2-110(a); *Internal School Funds Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Internal School Funds Manual*, Section 4-32, 4-33
5. TCA 37-10-101, 102
6. *Internal School Funds Manual*, Section 5-8

Cross References

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

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Appeal Regarding Access to Private Facilities**	**3.220.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

General

In accordance with state law, students, employees, or teachers shall not enter multi-occupancy restrooms or changing facilities while a member of the opposite sex is present. Students, employees, and teachers shall not be required to share sleeping quarters with members of the opposite sex unless the individual is a family member.

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."

A request for a reasonable accommodation may be submitted to the principal if a student, employee, or teacher desires greater privacy when using multi-occupancy restrooms or changing facilities located in the school building or when using multi-occupancy sleeping quarters while attending a school-sponsored activity. If a student requesting a reasonable accommodation is under the age of eighteen (18), the student's parent/guardian shall provide the written request on the student's behalf.

DENIAL OF REQUEST

If the principal denies a written request for a reasonable accommodation, the student, teacher, or employee, or the student's parent/guardian, may appeal the decision by submitting a written request for an appeal to the Director of Schools/designee within fifteen (15) calendar days of the principal's written decision denying the request.

The Director of Schools/designee shall investigate and resolve the complaint within fifteen (15) calendar days of receiving the written request for appeal.

Appeal Decision of Director of Schools/Designee

If the Director of Schools/designee denies the written request for a reasonable accommodation, the student, teacher, or employee, or the student's parent/guardian, may appeal the decision of the Director of Schools/designee by submitting a written request for a hearing before an impartial hearing officer within fifteen (15) calendar days of receiving the decision.

The Director of Schools/designee shall select an impartial hearing officer from a list maintained by the Board within five (5) days of the Director of Schools/designee receiving the request for a hearing.

The impartial hearing officer shall notify all parties of the hearing officer's assignment and schedule a

hearing no later than thirty (30) days of the Director of Schools/designee receiving the request for a hearing. The hearing shall be conducted privately. All or part of the hearing may be conducted by telephone if each participant has an opportunity to participate by telephone.

Within ten (10) days of the hearing's conclusion, the impartial hearing officer shall provide a written decision to all parties.

N

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Instructional Program**	**4.100**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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]

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[2]

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.[3]

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.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA § 49-50-1801; TCA § 49-50-1802

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

1

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Instructional Standards Review**	**4.101.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Annually, Instructional Supervisors shall be responsible for reviewing the curriculum selected for the school district to ensure that no subjects or topics prohibited by state or federal law are being taught. Instructional Supervisors shall also be responsible for ensuring only Tennessee state standards are taught within the school district using approved materials (i.e., no instructional materials, textbooks, or supplemental materials shall align exclusively with Common Core or be marketed or otherwise identified as Common Core).

PROHIBITED CONCEPTS

District employees shall not include or promote any of the following concepts when providing instruction, using instructional or supplemental materials, or when implementing the instructional program and curriculum:

1. One (1) race or sex is inherently superior to another race or sex;

2. An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously;

3. An individual should be discriminated against or receive adverse treatment because of the individual's race or sex;

4. An individual's moral character is determined by the individual's race or sex;

5. An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;

6. An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex;

7. A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress members of another race or sex;

8. This state or the United States is fundamentally or irredeemably racist or sexist;

9. Promoting or advocating the violent overthrow of the United States government;

10. Promoting division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people;

11. Ascribing character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex;

12. The rule of law does not exist, but instead, is a series of power relationships and struggles among racial or other groups;

13. All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness; or

14. Governments should deny to any person within the government's jurisdiction the equal protection of the law.

These prohibitions shall not apply to the following instruction:

1. The history of an ethnic group, as described in textbooks and instructional materials, taught based on materials adopted in accordance with state law;

2. The impartial discussion of controversial aspects of history;

3. The impartial instruction on the historical oppression of a particular group of people based on race, ethnicity, class, nationality, religion, or geographic region; or

4. Historical documents relevant to these topics, as permitted by state law.

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."

Review of Instruction

The Assistant Principal shall be responsible for ensuring that the concepts provided during instruction comply with state law. He/she will schedule a meeting with each teacher to review his/her lesson plans and to answer any questions the teacher may have in regard to instruction.

Notification

All teachers within the school district will be given notification as to whom to contact if questions arise during the school year regarding specific topics. If a teacher receives a complaint from a parent/guardian about the instruction being taught in the classroom, the teacher shall direct the parent/guardian to the Assistant Principal of the school in question.

P

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**English Learners**	**4.207.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

The English Language Coordinator shall be responsible for developing and implementing language instruction programs that:

1. Appropriately identify EL students in a timely, valid, and reliable manner;
2. Determine the appropriate instructional environment for EL students;
3. Provide EL students with a language assistance program that is educationally sound and proven successful;
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program; and
5. Monitor the progress of students that have exited the EL program.

He/she shall report to the Director of Schools as to the effectiveness of these programs.

EL Services During Testing

The English Language Coordinator shall ensure that EL students who receive language assistance services during the school year receive the same services while taking TCAP tests or end-of-course assessments. EL students shall be identified prior to testing, and **The English Language Coordinator** shall coordinate with testing personnel to ensure appropriate services are provided during assessments.

Q

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Family Life Education**	**4.213**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

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

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

FAMILY LIFE INSTRUCTION

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

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;

3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;

4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;

5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;

6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, and internet crimes against children;

7. Provide instruction on the prevention of dating violence;

8. Encourage communication between parent(s)/guardian(s) and students;

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

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

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

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

TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.[6]

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

REPORTING[2]

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

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304(a); TCA 49-6-1601(g)(2)
3. TCA 49-6-1304(c)
4. TCA 49-6-1304(d)
5. TCA 49-6-1304(b)
6. Public Acts of 2026, Chapter No. 744

R

Attachment R

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Instructional Use of Digital Devices**	**4.215**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General[1]

In-person, teacher led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Director of Schools shall provide guidance to staff on appropriate use of technology for these grades. The Principal shall create a process for ensuring that digital instruction complies with this framework and state law.

SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Director shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

Legal References	Cross References
1. Public Acts of 2026, Chapter No. 808	Use of the Internet 4.406

1

S

Attachment S

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Instructional Use of Digital Devices for K-5**	**4.215.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Digital devices may be utilized in student instruction or in completing student work only when there is a clear educational benefit, including use for remediation purposes.

Staff who wish to utilize electronic assessments, digital instructional tools, platforms, or other technology-based activities shall submit the following information to the Elementary Instructional Supervisor:

1. Name of the instructional tool, platform, or technology-based activity;

2. Why the program would be beneficial to students; and

3. How will it align to grade appropriate standards?

The Elementary Instructional Supervisor shall review each submission to ensure the digital instruction is developmentally appropriate and aligned with state academic standards. The Elementary Instructional Supervisor shall maintain a list of all approved digital instruction resources.

T

Attachment T

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Extracurricular Activities**	**4.300**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

The following shall be adhered to:

1. The Board shall initially approve extracurricular activities at the district-level to ensure proper support and supervision. [**i.e., the Board would approve the creation of a new volleyball program or the ability for students to create 4-H clubs within the district.]**
2. Each student activity shall be under the guidance and direction of a staff member.
3. All extracurricular activities at the school level shall have the approval of the principal. [**i.e., the principal would set the parameters regarding whether there is enough space and/or student interest for clubs, etc.**]
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.[1]
7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the Director of Schools.
9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.[2] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[3]

STUDENT CLUBS & ORGANIZATIONS[4]

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

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2026, Chapter No. 938
4. TCA 49-6-1031(b)

Cross References

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

U

Attachment U

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Interscholastic Athletics**	**4.301**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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]

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth".[2] 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.[3] The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each 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. 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]

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.

PRIVATE SCHOOL STUDENT PARTICIPATION[12]

While students from private schools are permitted to try out for interscholastic athletics teams, this does not guarantee that they will make the team. As with all students, those from other schools shall only be admitted to the team subject to the independent decision of the coach or other relevant school official.

Public Schools with TSSAA or TMSSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two-hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);
- Satisfy the eligibility requirements established by TSSAA or TMSAA; and
- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA 49-6-310(a)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. TCA 49-16-216
12. Public Acts of 2026, Chapter No. 893

Cross References

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

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Participation in Athletic Activities or Events**	**4.301.6**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Prior to participation in interscholastic athletics, each student athlete is required to provide the documentation listed below to the school. **The Principal** is responsible for ensuring that all documentation is received from the student's parent(s)/guardian(s) before the student is allowed to participate in the athletic activity or event. All documentation shall be submitted within **three (3) days** prior to participating in the athletic activity or event to the **athletic trainer**. If the documentation is not received in a timely manner, the school shall notify the parent(s)/guardian(s) as to what information is needed before the student is allowed to participate. The records received will be on file in the principal's office.

PHYSICAL EXAMINATIONS

The student is required to complete an annual physical examination. The parent(s)/guardian(s) shall be responsible for covering the cost of the examination.

ATHLETICS CONSENT FORM

An athletics consent form is to be completed and signed by the parent(s)/guardian(s) that allows the student athlete to participate in an athletic activity or event. The form will contain sections regarding emergency contact information as well as medical information that the school will need to maintain for each student. Information submitted will only be shared with the team coach or others who will need this information in order to meet the specific needs of the student athlete.

BIRTH CERTIFICATE

The parent(s)/guardian(s) is required to provide the student athlete's original birth certificate. Student athletes are only allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent(s)/guardian(s) shall provide medical documentation showing evidence of the student's sex at birth. The parent(s)/guardian(s) shall be responsible for covering the cost of providing the evidence. This requirement only applies for student athletes in grades 5-12.

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."

W

Attachment W

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Application for Private School Student to Participate in Extracurricular Athletics**	**4.301.8**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Complete this form and return it to the Director of Schools prior to August 15th of the current school year. Parent(s)/guardian(s) will be notified if the student is approved to participate. Approval is required prior to trying out or participating in any event.

School Year: 20 ____ to 20 ____ Today's Date: _____

Name of Student: _____

Zoned School: _____ Grade: _____

Address: _____

Name of Parent/Guardian: _____ Cell Phone Number: _____

Has the applicant established an athletic record of participation in a TSSAA school? Yes No

If yes, please provide on an attached sheet the school year, grade, and sport that the student participated in.

Complete the following checklist and attach copies of the following:

Transcript of all High School courses completed by year. If none, provide a document demonstrating successful promotion to the ninth (9th) grade or current year applying;

Verification of Guardianship;

Verification of Residency; and

Proof of Basic Primary Medical Coverage.

_____ _____

Signature of Parent/Guardian *Date*

Internal Use Only:

Date Application Received: _____ Approved Not Approved

Comments: _____

_____

_____

_____ _____

Signature of Principal *Date*

_____ _____

Signature of Director of Schools *Date*

X

Attachment X

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Grading System**	**4.600**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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

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

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM[2]

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

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

Grading floors with a minimum above zero are not permitted.[3] This grading system shall be uniform throughout the school district for each grade.

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

- Honors Courses – three (3) percentage points;

- Local and Statewide Dual Credit, Capstone Industry Certification Aligned– four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS[4]

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.[5]

Legal References

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H); Public Acts of 2026. Chapter No. 901
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-6-407(c)(2)
4. TCA 49-4-904, 905, 907
5. TCA 49-4-932(f)

Cross References

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

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Grading System for K-8**	**4.600.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

A system of grading and assessment for evaluating and recording student progress shall be maintained to measure student performance in conjunction with board-adopted content standards for grades K-8.

School districts may adopt the Uniform Grading System for grades pre-K through eight (8), or they may adopt a local grading scale for those grades. The Uniform Grading System shall apply to students enrolled in eighth grade for the grades achieved on high school courses.

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

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

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

Z

Attachment Z

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Promotion and Retention**	**4.603**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

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

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

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

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

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released;
3. Student's Attendance record

VOLUNTARY RETENTION[5]

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

1. The student has a documented academic or behavioral delay; and

2. The parent/guardian believes that retention may benefit the student.

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS[6]

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

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

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

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

RETENTION[7]

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

Decision of Retention – General[9]

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

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

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

Decision of Retention – Third Grade[10]

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

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

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

g. The student was administered a state-mandated assessment pursuant to TCA 49-1-616(d) as a third-grade student and the student demonstrates proficiency in ELA based on the student scoring within the fiftieth percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.[11]

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

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

Decision of Retention – Fourth Grade[10]

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

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and

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

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

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
   a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
   b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities[12]

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of

TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS[8,13]

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

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

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.[7]

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(7)(f)
8. TRR/MS 0520-01-03-.16(7)(e)
9. TRR/MS 0520-01-03-.16(7)(g)
10. TRR/MS 0520-01-03-.16(8)
11. Public Acts of 2026, Chapter No. 1030
12. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); TCA 49-6-3115(a)(3)
13. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)

Cross References

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

AA

Attachment AA

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Graduation Requirements**	**4.605**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:[1]

1. Achieve the specified twenty-two (22) units of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation;[2] and
5. Pass a United States civics test.[3]

If a middle school student successfully completes any of the State Board-required high school credits, as evidence by a passing grade in the course prior to grade nine (9), the student shall receive graduation credit for that coursework.[4]

SPECIAL EDUCATION STUDENTS[5]

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:[6]

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:[1,5]

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on their IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:[5]

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessment;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

STUDENT LOAD

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the Director of Schools and then to the Board.[7]

EARLY GRADUATION[8]

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

In order to graduate early, students shall meet the following requirements:

1. Earn the required seventeen (17) credits;

2. Achieve a benchmark score for each required end-of-course exam;

3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;

4. Meet the minimum ACT, SAT, or Classic Learning Test (CLT) benchmark score;

5. Obtain a qualifying benchmark score on a world language proficiency assessment; and

6. Complete at least two (2) types of the following courses:

    a. AP;
    b. IB;
    c. Dual enrollment; or
    d. Dual credit.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law, including reporting the total number of requests to graduate early to the TN Department of Education.[9]

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103
6. TCA 49-6-6005; State Board of Education Policy 2.103
7. TRR/MS 0520-01-03-.06(19)
8. TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2026. Chapter No. 912
9. Public Acts of 2026. Chapter No. 1040

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

AB

Attachment AB

Trousdale County Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Early Graduation Program**	Descriptor Code: **4.605.1**	Issued Date: **07/01/26**
		Rescinds:	Issued: **07/01/26**

General

A student desiring to complete an early graduation program shall indicate to the high school principal his/her intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known. The intent shall be indicated on a form provided by the Department of Education and signed by the parent/guardian.

In order to graduate early, students shall meet the following requirements:

1. Earn the required seventeen (17) credits;

    a. English I, II, III, and IV;
    b. Algebra I and II;
    c. Geometry;
    d. United States history;
    e. Two (2) courses in the same foreign language;
    f. One (1) course selected from the following:
        i. Economics;
        ii. Government;
        iii. World civilization; or
        iv. World geography;
    g. One (1) course selected from the following:
        i. History and appreciation of visual and performing arts; or
        ii. A standards-based arts course, which may include studio art, band, chorus, dance, or other performing arts;
    h. Health;
    i. Physical Education;
    j. Biology; and
    k. Chemistry.

2. Achieve a benchmark score for each required end-of-course exam;

3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;

4. Meet the minimum ACT, SAT, or Classic Learning Test (CLT) benchmark score for mathematics and English;

5. Obtain a qualifying benchmark score on a world language proficiency assessment; and

6. Complete at least two (2) types of the following courses:

    a. AP;
    b. IB;
    c. Dual enrollment; or
    d. Dual credit.

The high school graduation coach will be responsible for overseeing the completion of the student's early graduation program and ensuring that all requirements are met. Monthly meetings shall be scheduled with the student to review progress of the program and to notify the student of any deficiencies.

Once the early graduation program is completed, the student shall be awarded a high school diploma.

The Director of Schools shall report the total number of requests to graduate early to the Tennessee Department of Education.

PARTICIPATION IN ACTIVITIES AFTER GRADUATION

Students who graduate early shall not be permitted to participate in extracurricular activities after graduation (i.e., prom, interscholastic athletics).

These students shall not be permitted to participate in graduation programs with the permission of the Director of Schools.

AC

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Equal Opportunity Employment**	**5.104**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to:

- members of all races;
- all creeds;
- all colors;
- either sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth" unless otherwise required by federal law);
- all religions;
- individuals irrespective of age;
- all national origins;
- individuals with disabilities; and
- veteran status

with regard only for qualifications for the positions involved.[1]

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020); Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101

Cross References

Section 504 and ADA Grievance Procedures 1.802
Recruitment of Employees 5.105
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

AD

Attachment AD

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Job Vacancy Notice**	**5.105.2**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

From: _____ Date: _____

School/Department: _____

Classification of Job to be Posted: _____

Hours Per Day : _____ Days Per Year : _____

Starting Date : _____ Rate of Pay : _____

Check One: Full-Time Part-Time Flex Temporary

Is This a New Position? Yes No

Job Requirements: _____

_____

_____

Application Deadline: _____

Unless otherwise noted, all positions shall be posted for thirty (30) calendar days.

Additional Information: _____

_____

_____ _____

Signature of **Director of Schools** Date

The **Trousdale County School District** does not discriminate on the basis of race, creed, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title VII, IX, VI, and Section 504.

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."

AE

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Application and Employment**	**5.106**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

APPLICATION

An individual desiring a position shall make application to the Director of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.[1] If applying for a teaching position, the Director of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.[2]

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.[3]

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.[4]

Professional Employees

The application shall include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school district.[5] If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;[6]
2. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons' registry maintained by the Department of Health, or on a similar registry in another jurisdiction;[7]
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;[8]
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]
6. Who has not had their information verified using E-Verify;[10]

7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. Who does not receive a satisfactory background check.[11]

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;[8]
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons' registry maintained by the Department of Health;[7]
4. Who has not had their information verified using E-Verify;[10]
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.[11]

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.[13] From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*; Public Acts of 2026, Chapter No. 772
11. TCA 49-5-413(a), (f)
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

AF

Attachment AF

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Tenured Teachers**	**5.200**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay if there is a pending investigation. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2,3]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[4]

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.[5]

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References
1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511; 512; 513
5. TCA 49-5-508(a); TCA 49-5-411(b); Public Acts of 2026, Chapter No. 898
6. TCA 49-5-508(c)
7. TCA 49-5-706

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

AG

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Non-Tenured Teachers**	**5.201**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[2]

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;

2. Call and subpoena witnesses;

3. Examine all witnesses; and

4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;

2. Send the record back if additional evidence is necessary; or

3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.[3] If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.[4]

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.[5] The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-409(b)(2)
5. TCA 49-5-508; TCA 49-5-411(b); Public Acts of 2026, Chapter No. 898
6. TCA 49-5-411(a)
7. TCA 49-5-706

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

AH

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Sick Leave**	**5.302**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

PROFESSIONAL PERSONNEL

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days.[1]

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school district, provided that the Director of Schools of the district in which the accumulated leave was held provides notarized verification.[3]

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be forfeited.

The immediate supervisor may require documentation from a physician stating the reason for absence.

SICK LEAVE BANK

The purpose of the sick leave bank is to provide sick leave to all employees[4] who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank.[5] Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.[6] Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.[7]

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.[7]

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.[8]

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year.[9] Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.[10]

Legal References

1. TCA 49-5-710(a)(1); Public Acts of 2026, Chapter No. 1022
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. TCA 49-5-808(j), (m)
9. TCA 49-5-806(d)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

AI

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Personal and Professional Leave**	**5.303**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.[1]

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.[2]

PERSONAL LEAVE

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:[3]

    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;

    b. If requested during any prior established student examination period;

    c. If requested on the day immediately preceding or following a holiday or vacation period;

    d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or

    e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

PROFESSIONAL LEAVE

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive, or county commission.[4]

Legal References

1. TCA 49-5-711(a); Public Acts of 2026, Chapter No. 1022; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

AJ

Attachment AJ

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Complaints and Grievances**	**5.501**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the Director of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the Director of Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees shall notify any district complaint manager if they believe the Board, district employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following:[1,2,3]

1. Age Discrimination Employment Act;[1]
2. Title II of the Americans with Disabilities Act;[4]
3. Title IX of the Education Amendments of 1972;[5]
4. Section 504 of the Rehabilitation Act of 1973;[6] or
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.[7,5]

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth" unless otherwise required by federal law.[8] The complaint manager may assist the employee in filing a grievance.

Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance of his/her findings with the Director of Schools. If a complaint contains allegations involving the Director of Schools, the written report shall be filed with the Board. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal

After receipt of the complaint manager's report, the Director of Schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall, within thirty (30) days from the date the appeal was received, review the report, affirm, overrule, or modify the decision, and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two (2) complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall make employees aware of each complaint manager's contact information.

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324
4. Americans with Disabilities Act, 42 USCA § 12101
5. Title IX of the Education Amendments, 20 USCA § 1681
6. Section 504 of the Rehabilitation Act, 29 USCA § 701
7. Title VII of Civil Rights Act, 42 USCA § 2000e
8. Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

1

AK

Attachment AK

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Staff Rights & Responsibilities**	**5.600**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.[1]

Educators have the right to:[2]

1. Be treated with civility and respect;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;[3]
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;[5] and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.[6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;
2. To adhere to the Teacher Code of Ethics, to the extent applicable;[7]

3. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;[8]

4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and members of the public;

6. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy, and administrative procedures; and

7. Wear appropriate dress for work according to local school rules.

Legal References
1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001
8. Public Acts of 2026, Chapter No. 898

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

AL

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Staff-Student Relations**	**5.610.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

General

District employees, volunteers, student teachers, and independent contractors (referred to as "adults") shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this procedure or board policy or that creates the appearance of prohibited behavior.

This is not intended to interfere with appropriate personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious, or other outside organizations that include district students. This procedure is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

NOTIFICATION

All adults shall be informed of the conduct that is prohibited by board policy and this procedure as well as the disciplinary actions that may result.

Independent contractors doing business with the district shall submit a signed statement that their employees who have interaction with students or are present on school grounds are informed of these provisions.

PROHIBITED CONDUCT

Social Interactions

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violate professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns, or other private matters;
2. Exchanging notes, emails, or other communications of a personal nature with a student;
3. Giving personal gifts, cards, or letters to a student without written approval from the principal;
4. Touching students without a legitimate educational reason;

5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship;

6. Taking a student out of class without a legitimate educational reason;

7. Being alone with a student behind closed doors without a legitimate educational reason;

8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason;

9. Sending or accompanying a student on personal errands;

10. Inviting a student to the adult's home;

11. Going to a student's home without a legitimate educational reason;

12. Taking a student on outings without prior notification to and approval from both the parent(s)/guardian(s) and the principal;

13. Giving a student a ride in a vehicle in a nonemergency situation without prior notification to and approval from both the parent(s)/guardian(s) and the principal/designee;

14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;

15. Telling a student personal information;

16. Encouraging students to confide their personal or family problems and/or relationships to adults who are not guidance or counseling staff, psychologists, social workers, or other adults with designated responsibilities to counsel students. If a student initiates such discussions, the student should be referred to the appropriate school resource;

17. Furnishing alcohol, drugs, or tobacco to a student or being present where any student is consuming these substances; and

18. Engaging in harassing or discriminatory conduct prohibited by board policy or by state and federal law.

For purposes of this procedure, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration, or other purposes within the scope of the adult's job duties. Examples of a legitimate educational reason could include the need for assistance when injured, a student having an accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction.

Romantic or Sexual Relationships

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Adults must also refrain from any sexually related behavior with former students who have graduated or withdrawn in the immediately preceding twelve (12) months.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact;
2. Romantic flirtation, propositions, or sexual remarks;
3. Sexual slurs, leering, epithets, sexual, or derogatory comments;
4. Personal comments about a student's body;
5. Sexual jokes, notes, stories, drawings, gestures, or pictures;
6. Spreading sexual or romantic rumors;
7. Touching a student's body or clothes in a sexual or intimate way;
8. Accepting massages or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider;
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner; and
10. Displaying or transmitting sexual objects, pictures, or depictions.

Electronic Communications

Electronic communications include, but are not limited to, emails, instant messages, and communications made by means of an internet website, including social media and other networking websites. These with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with board policy and any administrative procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters and will be copied to the principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites. Adults shall not create any networking site for communication with students other than those provided by the district for this purpose without the prior written approval of the principal.

REPORTING INAPPROPRIATE OR SUSPECT CONDUCT

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the principal or the Title IX Coordinator.

All district employees, independent contractors, and volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse in accordance with applicable law and board policy.

Employees shall not retaliate against any person for reporting any action pursuant to this procedure or for participating as a witness in any related investigation or hearing.

INVESTIGATION

Allegations of inappropriate conduct shall be promptly investigated in accordance with board policy and administrative procedures utilized for complaints of harassment.

It is understood that some reports will be based on rumors or misunderstandings. If, as the result of an investigation, any individual, including the reported adult, the reporter, or a witness, is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, these actions may be addressed as a violation of this procedure and other applicable laws and board policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

DISCIPLINARY ACTION

A district employee who violates this procedure may be subject to disciplinary action, up to and including, termination in accordance with all applicable board disciplinary policies and administrative procedures. Reports shall also be made to the State Board of Education for appropriate licensure action.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates board policy and any administrative procedure on this matter may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Director of Schools/designee.

TRAINING

The district shall provide training with respect to the provisions of this procedure and board policy to current and new district employees, volunteers, and student teachers.

The district may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this procedure and board policy.

AM

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Director of Schools Recruitment and Selection**	**5.801**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.[1] The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of Director of Schools.[2]

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:[3]

1. Job description;

2. Timeline;

3. System for accepting and reviewing applications, including a process for handling public versus non-public material (Note: Per state law, records of all applicants are public unless candidates request their records be made private); and

4. Selection process which shall include, but not be limited to, the following:

    a. Candidates shall be interviewed by the Board in an executive session. All deliberation shall occur during public meetings.

    b. The Board shall attempt to select a Director of Schools by unanimous vote during a regular meeting, but only a majority vote of the membership of the Board shall be required for the appointment of a Director of Schools.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B); Public Acts of 2026, Chapter No. 1048

AN

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Staff Dress Code**	**5.6002**	**07/01/26**
		Rescinds: **5.6002**	Issued: **11/09/17**

The dress code policy is in effect for the following groups of employees: certified personnel, teacher assistants, substitute teachers, full time substitutes, office personnel, cafeteria managers, student teachers and janitors.

The following items are **not admissible** under this policy:

- jogging pants (cotton, nylon type with elastic at cuffs)
- spaghetti straps
- all jeans – can only be worn on the last day of the work week
- skirts shorter than mid-thigh
- tank tops
- shorts/skorts
- tight pants or leggings — unless shirt covers hips
- sleeveless — all shirts, tops and dresses shall have sleeves with at least a 2" strap
- tops must meet and cover waist line (no midriff skin showing)
- tee shirts – unless they are educationally themed
- see-through material
- open-back shirts
- low-cut revealing tops (if cleavage shows when bending over, then it's too low cut)
- spandex material
- shoes — allowable flip flops shall consist of a leather or imitation leather material where strap attachments are not visible on the underside of the shoe
- dirty, worn-looking tennis shoes

Other recommendations:

Men:

- shirt must be tucked into pants — squared hemmed shirts may be worn un-tucked that do not exceed 6" beyond the waistline
- shirt must have a collar
- sweater or vest is permissible

Everyone:

- all tattoos that display alcohol, tobacco, drugs, profanity, weapons, sexually suggestive phrases or images, racial or ethnical slurs and/or slogans, gang symbols and/or disruptive groups must be covered by appropriate clothing
- tennis shoes are allowed
- clothing must be clean and wrinkle-free (iron if needed)
- earrings and the following body piercing jewelry are permissible; jewelry affixed to an employee's nose, tongue, cheek, lip, and/or eyebrow. Septum piercing (middle of the nose) is not allowed.

Last Working Day of the Week Attire:

- denim or colored jeans
- tee shirts — no inappropriate language on shirt
- sweatshirts
- school shirts or logo team shirts
- overalls, must be neat

Other Categories:

Field trip — no shorts, except for outdoor events (for example, Special Olympics) or a local park dress appropriately, a trip to the pumpkin patch would denote a different attire than a trip to TPAC. Remember that you are a role model that represents our school system

P.E.

Educators — jeans or chino/twill shorts permitted when teaching PE classes
wind suits are permitted
tee-shirts (no undershirts)
jogging pants

Coaches — shorts are permitted when coaching sports
wind suits/athletic suits are permitted
on "Game Day" team tee shirts or team attire is permitted
jogging pants

Agriculture — jeans are permitted when working with equipment that is more likely to damage clothes of other material types (welding, mechanizing where grease and oil would get on clothes)

Janitors no tank tops
no sleeveless less shirts; only when school is in session;
does not apply to summer, weekends or holidays when no students are present

Consequences for Not Abiding by Dress Code

1st offense — Verbal reprimand with a witness, send home to change and return to school within a specific time limit

2nd offense — Written reprimand signed by employee, to be placed in personnel file, send home and change and return to school in a timely manner or a specific time limit

3rd offense — Written reprimand signed by employee, send home without pay for three (3) days and come before director and/or Board.

Each teacher will have to read the dress code and sign it; agreeing to abide to it. A copy of the signed dress code will be kept on file with director. Refusal to sign will be kept on file with director. Refusal to sign will be considered an insubordinate act resulting in termination.

AO

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Goals**	**6.100**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, disabilities, or sex. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1]
2. To protect and observe the legal rights of students;
3. To educate students with respect and encouragement;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health, and welfare of students; and
7. To promote faithful attendance and diligent effort.

Legal References

1. 20 USCA § 1703; TCA 49-6-3109; Public Acts of 2026, Chapter No. 938

Cross References

School District Goals 1.700
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

AP

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance**	**6.200**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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]

A student who is absent five (5) 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 tier two of the progressive truancy plan described below prior to referral to juvenile court.

Progressive Truancy Plan[8]

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 of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:

    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and

4. 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 shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions:

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.

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.[9]

MAKE-UP WORK

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

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall 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.[10] 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[11]

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	Cross References
1. TCA 49-6-3006	School Calendar 1.800
2. TCA 49-6-3017(c)	Extracurricular Activities 4.300
3. 20 USCA § 1232g	Interscholastic Athletics 4.301
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100	Field Trips/Excursions/Competitions 4.302
	Reporting Student Progress 4.601
5. TCA 49-6-2904(b)(5)	Promotion and Retention 4.603
6. TCA 49-6-3007	Recognition of Religious Beliefs, Customs, & Holidays 4.803
7. TCA 49-6-3021	Voluntary Pre-K Attendance 6.2011
8. TCA 49-6-3007; TCA 49-6-3009	Homeless Students 6.503
9. Public Acts of 2026, Chapter No. 844	Students in Foster Care 6.505
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)	Students from Military Families 6.506
11. TRR/MS 0520-01-02-.17(7)	Student Records 6.600

AQ

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Absences**	**6.200.3**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Absences shall be classified as either excused or unexcused as determined by the principal/designee and as provided for in board policy.

ATTENDANCE TRACKING SYSTEM

The school district shall utilize the approved district SIS provider to record all absences. The Attendance Supervisor shall be responsible for overseeing the attendance tracking system and training the applicable personnel on how to appropriately use the system.

The Attendance Supervisor shall request attendance records for students who enroll after the start of the school year from the previous school district. Any unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.

NOTIFICATION

The school district shall ensure that it communicates the attendance policy as well as any corresponding administrative procedures to students and parents/guardians each year.

Board policy 6.200 regarding attendance shall be posted at each school, and school counselors shall be supplied copies for discussion with students. The policy shall be referenced in all student handbooks, and all teachers, administrative staff, and parents/guardians shall be provided copies of the policy.

AR

Attachment AR

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Home Schools**	**6.202**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization that conducts church-related schools[1] are exempt from the following provisions but shall follow procedures issued by the State Department of Education.

A parent/guardian wishing to conduct a home school shall meet the following requirements:[2]

1. Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;

2. Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;

3. Maintain attendance records, subject to inspection by the Director of Schools;

4. Submit attendance records to the Director of Schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as required by state law;[3]

6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;[4]

7. Ensure the administration to home school students of appropriate tests approved by the State Board of Education or a standardized test selected by the parent-teacher that provides nationally normed analytics in English and math in grades five (5), seven (7), and nine (9);[5]

8. Submit proof to the Director of Schools that other health services and examinations as required by state law have been received by the home school student; and

9. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

If one or more of these requirements are not met, the Board authorizes the Director of Schools to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age seventeen (17), either in the home school or in a public, private, or church-related school).

FACILITIES USE

School facilities shall be available for home school instruction only when all of the following conditions exist:

1. Special needs courses are being taught which require services unavailable to the home school student;
2. These services cannot be provided through any means other than the schools;
3. Requests for services are made known by the home school parent when notice is given to the Director of Schools of the intent to conduct a home school;
4. The Director of Schools investigates the request and makes recommendations to the Board;
5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school district shall be incurred; and
6. Approval by the Board shall be on a case-by-case basis.

RECORD ACCESS

The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the compulsory attendance law.

Legal References
1. TCA 49-50-801(a)
2. TCA 49-6-3050(b), (c)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4)
5. TCA 49-6-3050(b)(5); Public Acts of 2026, Chapter No. 912

Cross References

Compulsory Attendance Ages 6.201

AS

Attachment AS

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Assignments**	**6.205**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

TO SCHOOLS

Students, including those in kindergarten, shall attend the school to which they are assigned.[1]

Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.[2]

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the district from another school district are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parent(s)/guardian(s) shall be kept advised.

The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent/guardian, and the perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.[3]

If an order of protection is issued to protect a student from another student enrolled in the same school, then the principal shall develop a student safety plan and implement it for the student who is named as the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date on which the school receives a copy of the order of protection. When reasonably practicable and appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as the petitioner shall provide input into the plan. The Director of Schools shall develop administrative procedures to implement this process.[4]

Legal References
1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. TCA 49-6-3102(h), (i)
4. Public Acts of 2026, Chapter No. 862

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

AT

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Orders of Protection**	**6.205.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

Upon receipt of an order of protection issued to protect a student from another student in the same school, the principal shall promptly review the order and retain a copy for the district's records.

The principal shall develop a student safety plan for the student who is named as the petitioner. The student safety plan shall be completed no later than five (5) school days from the date on which the school receives a copy of the order of protection and must include the following:

1. A protocol for providing a copy of the order of protection to school administration, campus security, or a school resources officer;

2. A plan for the physical separation of the students named in the order of protection to the greatest extent possible, including, but not limited to, removing the student who is named as the respondent from shared classes or school-sponsored events or activities, scheduling to avoid the students coming into contact during periods of transition during the school day, and designating separate and distinct locations for lunch and other break times to avoid the students from coming into contact with one another on school grounds;

3. A protocol for students to report any contact between the petitioner and respondent to a counselor, principal, or other trusted staff member;

4. A process for documenting any attempted contact by the respondent with the petitioner; and

5. A protocol for the school principal or other school staff to contact and inform local law enforcement if a violation of the order of protection is suspected.

The principal shall ensure that the student safety plan is promptly implemented, including communicating the plan to all personnel responsible for carrying out its provisions.

AU

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Rights and Responsibilities of Students**	**6.301**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

The Board expects all employees, students, and parent(s)/guardian(s) to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1] and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to the Board's policies and the district's administrative procedures;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Legal References

1. 20 USCA § 1703; Public Acts of 2026, Chapter No. 938

AV

Attachment AV

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Questioning Students and Searches**	**6.303**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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/designee 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/designee 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 or school employee designated by the Director of Schools who has completed the state required orientation and training.[2,3] 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 (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.") 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.[7]

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.[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. TCA 49-6-4212; Public Acts of 2026, Chapter No. 1040
4. TCA 49-6-4205(b); Public Acts of 2026, Chapter No. 938
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)
7. TCA 49-6-4205(a)

Cross References

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

AW

Attachment AW

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Searches by School Personnel**	**6.303.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

General

Staff have the duty to report to the principal any reasonable suspicion that a student is in possession of or is carrying a dangerous weapon on school grounds or within any school building or is using or in possession of drugs.

The principal has the duty to report any violations to the appropriate law enforcement officer.

Any dangerous weapon or drug discovered by the principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.

All principal initiated searches shall be conducted by a school security officer, or a school administrator or school employee designated by the Director of Schools who has completed the state required training. 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 (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.") as well as the nature of the alleged infraction;

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

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

SEARCHES OF VEHICLES, LOCKERS, AND ENCLOSURES

A principal may request that a school administrator or school employee designated by the Director of Schools who has undergone the state required training search vehicles parked on school property, lockers, or other enclosures used for storage by students and other areas accessible to students.

Lockers shall be assigned to each individual student at the beginning of the year. Students are not permitted to change locker assignments unless permission is given by the principal. Students shall be notified at the beginning of the school year that lockers are subject to being searched.

Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students, information received from law enforcement indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal that give rise to reasonable suspicion that dangerous weapons, drugs, or drug paraphernalia are on school property.

The principal shall ensure that notice is posted on school campus that vehicles parked on school property, lockers, or other enclosures used for storage by students are subject to being searched.

AX

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**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

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). 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.[2]

The principal/designee 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 (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.")[5], 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, websites, 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. [6]

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.[7]

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.[8] 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.[9]

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,[10] a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION[11]

The principal/designee 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 dismissal or suspension. 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.[12]

By July 1st of each year, the Director of Schools/designee 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.[13]

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.[14]

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.[15]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; TCA 49-50-1801
2. TCA 49-6-4503(b)(11); Public Acts of 2026, Chapter No. 1093
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. Public Acts of 2026, Chapter No. 938
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8);Public Acts of 2026, Chapter No. 1093
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

AY

Attachment AY

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Interference/Disruption of School Activities**	**6.306**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

A student shall not engage in conduct which causes the disruption or interference with the operation of the school while on school property, in school vehicles or buses, or at school-sponsored events, whether on or off campus. The student shall not urge other students to engage in such conduct.

Employees are authorized to take reasonable measures to establish appropriate school behavior and have the authority to control the conduct of any student while under the supervision of the school district.[1]

A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion depending on the severity of the offense and the student's prior record.[2]

REMOVAL OF STUDENT[1]

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the principal/designee to remove the student from the teacher's classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.

The principal/designee will investigate the request and make a decision regarding the student's placement. The principal will notify the teacher as to his/her decision.

If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

Appeal Process

If the teacher's request for removal is denied, he/she may file an appeal with the Director of Schools/designee. He/she will review the teacher's request for removal as well as the decision of the principal/designee and make a determination as to the student's placement.

CLASSROOM EVACUATION

Some or all students may be removed from a classroom or instructional area due to violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.[3]

Parental Notification

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:[3]

1. The fact that a classroom evacuation occurred;

2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and

3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.[4] No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Recordkeeping

Each school shall maintain records of:

1. The date and time of the classroom evacuation;

2. The number of students evacuated;

3. The time and manner of parental notification; and

4. The staff member responsible for issuing parental notifications.

Legal References
1. TCA 49-6-2804
2. TCA 49-6-3401
3. Public Acts of 2026, Chapter No. 850
4. 20 USCA § 1232g; TCA 10-7-504

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

AZ

Attachment AZ

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Dress Code**	**6.310**	**07/01/26**
		Rescinds: **6.310**	Issued: **07/21/22**

The dress and grooming of students shall be neat and clean as to, promote a positive educational learning environment.

The principal shall take appropriate action when a student's apparel disrupts educational activities and processes of the school, which may include suspension.

Principals, faculty and staff members will enforce the student dress code. The principal will be the final judge about whether a student's clothing is appropriate for school or is a distraction to the learning environment.

Requirements for student dress in all schools:

1. Students may wear cloth or disposable protective face covering indoors and on school buses at the discretion of school administration.

2. All shirts and blouses must cover midriff, back, sides and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have at least 2" strap/sleeves.

3. Shorts, skirts, divided skirts, dresses and culottes are allowed. They can be no shorter than mid-thigh.

4. All trousers, pants or shorts must be worn at the waist totally covering undergarments at all times, including boxer shorts. Pants and trousers must be worn with both legs down (not one leg rolled up), and may not extend past the sole of the shoe. No holes, rips or tears shall exist on any garment unless it is below the knee.

5. All coats (outerwear) shall not be worn inside the building during the school day.

6. All clothing and accessories shall be free of the following: profanity; weapons; sexually suggestive phrases or images; racial or ethnical slurs / slogans; gang symbols or disruptive groups; alcohol, tobacco, drugs or advertisements for such products.

7. Safe and appropriate footwear must be worn at all times; shoe laces must be tied or tucked in shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, cleated shoes and bedroom slippers.

8. No head coverings exceeding 2 ½ inches in width shall be worn inside the building (except for religious or medical reason). Bandanas may not be worn anywhere on one's person.

9. No curlers, picks, combs, or hair rakes in the hair.

10. No sunglasses or permanently tinted glasses (without prescription).

11. No dog collars, chains, wallet chains, safety pins, spike jewelry animal ears/tails or fishhooks worn as jewelry, accessories or ornamentation.

12. No gloves in the building.

13. No pajamas, loungewear, dorm pants.

14. No fringed garments worn in shop areas which contain machinery.

15. No clothing that would impair the health and safety of the student during the normal school day.

16. Athletes, band members, cheerleaders may wear team issued apparel on game days.

Further clarification / other requirements:

a. Form fitting leotard/spandex type clothing (including sports bras, camisoles, tank tops) is not allowed unless proper outer garments cover it. (Leggings, tights, skinny jeans, and jeggings) are not allowed unless the hips are covered by proper garments.

b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

c. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.

d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

BOOK BAGS/SATCHELS/GYM BAGS

a. All bags are subject to inspection by school personnel.

b. At the discretion of the Principal of the school, athletic bags may be allowed for students with a legitimate purpose. Athletic bags shall be kept in a single location designated by the Principal of the school.

BA

Attachment BA

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Admission of Suspended or Expelled Students**	**6.318**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

STUDENT READMISSION TO DISTRICT[1]

The district may continue a disciplinary investigation of a student who withdraws from the district during the investigation. If the student later reenrolls in the district, then the disciplinary investigation and/or consequences shall resume.

STUDENT DISCSIPLINED IN ANOTHER DISTRICT

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school district in Tennessee or another state even though the student has established residency in the district in which he/she seeks enrollment.

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension or expulsion from the former school district. The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.[2] Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

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

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school district.[3]

Legal References
1. Public Acts of 2026, Chapter No. 760
2. TCA 49-6-3051(a)
3. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

BB

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Wellness**	**6.411**	**03/03/26**
		Rescinds:	Issued: **03/26/26**

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 Coordinated School Health (CSH) program for 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 or Supervisor shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL[2]

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 other stakeholders concerned with the health and wellness of students. The primary responsibilities of the council include, but are not limited to reviewing the CSH plan, and as necessary, making recommendations as to procedures and programs.

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 shall have a Healthy School Team that is representative of all eight (8) components of the CSH program. The team members shall consist of the principal, teachers, staff, students, parents, and community members with at least half of the team members being non-school personnel.[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.[3,4,5]

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.[2,4,5]

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.[4]

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.[6]

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION[7]

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[2]

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

SCHOOL HEALTH INDEX[2]

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.[8]

Legal References

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. 42 USCA § 1758b; TRR/MS 0520-01-06-.04
4. TRR/MS 0520-01-06
5. 7 CFR § 210; 7 CFR § 220
6. 7 CFR 210.31(c)(3)(iii)
7. TCA 49-6-1021; State Board of Education Policy 4.206
8. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

B C

Attachment BC

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Emergency Allergy Response Plan**	**6.412**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

The Director of Schools shall develop and maintain an emergency allergy response plan that meets state guidelines for managing students with life-threatening allergies. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to, education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.[1]

Using the state food allergy guidelines plan as a guide, the Director of Schools shall also develop a process to identify all students with food allergies and develop and implement an individualized health care plan (IHCP) with an allergy action plan for each specific student.[2]

EPINEPHRINE[3]

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Director of Schools/designee is authorized to seek epinephrine through a prescription written to Trousdale County School District. Upon the issuance of the auto-injectors, the Director of Schools shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. TCA 49-50-1602(f)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* (Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90)
3. Public Acts of 2026, Chapter No. 947

Cross References

Medicines 6.405

BD

Trousdale County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Allergy and Anaphylaxis Emergency Response Plan**	Descriptor Code: **6.412.2**	Issued Date: **07/01/26**
		Rescinds:	Issued: **07/01/26**

Name of Student: _____

Date of Birth: _____

School: _____

Athletic Activity: _____

Allergy to: _____

Attach Photo Here

High risk for severe reaction (e.g., asthma): Yes No

GENERAL SIGNS OF SEVERE ALLERGIC REACTION

Systems	*Symptoms*
Mouth	Itching and swelling of lips, tongue, or mouth
Throat*	Itching and/or a sense of tightness in throat, hoarseness, and hacking cough
Skin	Hives, itchy rash, and/or swelling of face or extremities
Gut	Nausea, abdominal cramps, vomiting, and/or diarrhea
Lung*	Shortness of breath, repetitive coughing, and/or wheezing
Heart*	Thready pulse and/or passing out

The severity of symptoms can change quickly.

*These symptoms can potentially progress to a life-threatening situation.

If exposure to allergen is suspected and/or symptoms are: _____

_____

1. Give _____ (i.e., medicine, dose, route) immediately.

2. Call 911/EMS following school procedures for 911.

3. Call parent/guardian _____ or emergency contacts.

TRAINED SCHOOL STAFF

1. _____ Title _____ Room _____

2. _____ Title _____ Room _____

3. _____ Title _____ Room _____

EMERGENCY CONTACTS (other than parent/guardian)

1. _____ Relationship: _____

   Phone: _____

2. _____ Relationship: _____

   Phone: _____

Specific training on the Allergy Response Plan (including administration of epinephrine in an emergency if nurse is unavailable) to be given by the school nurse to these school staff:

1. _____ Title _____ Room _____

2. _____ Title _____ Room _____

3. _____ Title _____ Room _____

_____ _____

Signature of Nurse *Date*

_____ _____

Signature of Parent/Guardian *Date*

Additional information for parents/guardians:

Details of the emergency response plan will be shared with the student's coaches and others who will need this information in order to meet the specific needs of your child. Additional information is provided below as to allergic reactions and anaphylaxis. For questions as to the emergency response plan, contact the Director of Coordinated School Health for more information.

SIGNS AND SYMPTOMS OF ALLERGIC REACTIONS

Individuals can be exposed to certain allergens that can cause an allergic reaction. The level of sensitivity to allergens, types of symptoms, and the severity of symptoms are dependent on the individual and can range from mild to severe, including the potentially life-threatening condition known as anaphylaxis.

Mild symptoms may include one or more of the following: hives; eczema; redness of the skin or around the eyes; itchy mouth or ear canal; nausea or vomiting; diarrhea; stomach pain; nasal congestion or a runny nose; sneezing; slight, dry cough; and odd taste in the mouth.

Anaphylaxis is a severe allergic reaction with rapid onset and may cause death. Symptoms occur rapidly after exposure to a likely allergen and may include one or more of the following: nausea, vomiting, and diarrhea; abdominal pain and cramping; skin redness; watery eyes; throat tightness/closure; slurred speech; wheezing, abnormal high pitched breathing, or difficulty breathing; anxiety; confusion; cough; fainting, dizziness, or lightheadedness; hives or itching; nasal congestion; and palpitations or tachycardia.

STORAGE, LOCATION, USE, AND ADMINISTRATION OF EPINEPHRINE

Each school shall maintain epinephrine in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria. In the event of such a reaction, the school nurse or other trained school personnel shall utilize these epinephrine auto-injectors to respond, under a standing protocol from a physician.

EMERGENCY FOLLOW-UP PROCEDURES

Symptoms of an allergic reaction to an insect sting, latex, or medication can appear the same as life threatening food allergies. Treatment of these serious allergic reactions should be the same, and the use of anaphylaxis management should be encouraged even if there are no signed medical provider statements specific to the individual at risk. It is imperative that the emergency medical system (EMS) is activated (dial 911) immediately and stock epinephrine be administered if available.

Emergency follow up may be directed by the doctor.

BE

Attachment BE

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Students from Military Families**	**6.506**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.[1]

RELOCATION OF MILITARY SERVICE MEMBER[2]

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation. This documentation must be provided to the school district within one (1) calendar year from the date of enrollment.

If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an individualized family service plan, then the district shall take the necessary steps to ensure that services are in place when the student enrolls.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent/guardian's deployment. Students shall be permitted to make up school work missed during these absences.[3]

REMAINING IN THE DISTRICT[4]

If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service member who relocates on military orders resulting in the student no longer residing in the school district due to relocation, the student shall have the option to remain enrolled in the same high school until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101; Public Acts of 2026, Chapter No. 834
3. TCA 49-6-3019
4. Public Acts of 2026, Chapter No. 834

Cross References

Attendance 6.200
School Admissions 6.203

1

BF

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Determination of Students from Military Families**	**6.506.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

The Federal Programs Director will be responsible for ensuring that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.

If a student seeks to enroll in the school district as a student from a military family, the Federal Programs Director shall be informed as soon as possible by the principal. He/she will assist the student and his/her parent/guardian, in coordination with the appropriate school personnel, in the enrollment process. Additionally, he/she will develop a process for determining the appropriate school, grade, and course placement that is in the student's best interest. This process shall ensure that any relevant 504 plan, IEP, or individualized family service plan implemented in a prior district is continued.

Once enrolled in the school district, the Federal Programs Director shall work in coordination with the appropriate school personnel to ensure that the student is not penalized in any manner in relation to curriculum, graduation requirements, or challenging state academic standards.

B 6

Attachment BG

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Voluntary Pre-K Enrollment**	**6.2011.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

The Board may establish an early childhood education program to address the educational needs of eligible children. Before initial enrollment, the below shall be utilized when determining if a student is eligible to participate in a voluntary pre-kindergarten program.

- ☐ The student is an "at-risk child" who is four (4) years of age on or before August 15 and a member of a family with an income that meets the eligibility requirements for free or reduced-price lunch; and resides in the geographic area served by the school district.

- ☐ The student is considered a dependent child who is four (4) years of age on or before August 15; whose parent was killed; died as a direct result of injuries received or has been officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United States armed forces during a qualifying period of armed conflict; or was formerly a prisoner of war or missing in action under such circumstances, who can present official certification; and resides in the geographic area served by the school district.

After initial enrollment, if the school district has space available, children who are not at-risk may be enrolled in the voluntary pre-kindergarten program if the below criteria are met.

- ☐ Reside within the geographic area served by the school district and who are:
  - Four (4) years of age, with or without a disability, on or before August 15;
  - Three (3) years of age on or before August 15; and
    - Who have been in the Tennessee Early Intervention System (TEIS); or
    - Who are screened and identified as educationally at-risk, as determined by federal law; or
  - Three (3) years of age on or before August 15, who are members of families with incomes that meet the eligibility requirements for free or reduced-price lunch; or
  - Three (3) years of age on or before August 15 and who have a parent employed by the LEA; or
  - Five (5) years of age on or before August 15; and
    - Who have been evaluated and determined to be eligible for an individualized education program (IEP); and

- Who have not previously been enrolled in a pre-kindergarten program established, operated, or provided pursuant to state law; or

☐ Reside outside of the geographic area serviced by the school district; are children of a parent who is a school employee; and four (4) years of age on or before August 15.

BH

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Title IX & Sexual Harassment**	**6.3041**	**06/10/26**
		Rescinds:	Issued: **06/10/26**

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth".[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 in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[3] The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[4] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[4]

All employees shall receive training on complying with this policy and federal law.[5]

TITLE IX COORDINATOR[6]

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

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

Title: Linda Carey

Mailing address: 103 Lock Six Road, Hartsville, TN 37074

Phone number: 615-374-2193

Email: lindacarey@tcschools.org

DEFINITONS[5]

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

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

"Sex-based harassment" is conduct on the basis of sex that satisfies one or more of the following:[4]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[7] dating violence,[8] domestic violence,[9] or stalking[10] as defined in state and federal law.

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

1. Sexually suggestive remarks;

2. Verbal harassment or abuse;

3. Sexually suggestive pictures;

4. Sexually suggestive gesturing;

5. Harassing or sexually suggestive or offensive messages that are written or electronic;

6. Subtle or direct propositions for sexual favors; and

7. Touching of a sexual nature.

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

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

1. Counseling;

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.[11]

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

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.[12] If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.[13] The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.[14]

Complaints

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

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

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:[15]

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

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[16]

Investigations[17]

The Title IX Coordinator shall assign a school principal to investigate a formal complaint in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[18]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,[19] the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility[20]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[21] The clear and convincing evidence standard] shall be used in making this determination.[22]

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

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

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

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

APPEALS[23]

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

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

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and

2. Notify the parties in writing.

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

RETALIATION[24]

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

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Student Concerns 6.305
Reporting Child Abuse 6.409

BI

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Outside Applied Behavior Analysis Therapy**	**6.4053**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

General

This policy applies to "private pay providers", which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.[1]

Private pay providers shall adhere to the memorandum of understanding ("MOU"), board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff, or visitors.

The Director of Schools shall develop administrative procedures to implement this policy.

IEP TEAM COORDINATION

Private pay providers shall coordinate with the student's IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

TERMINATION OF SERVICES

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, the Supervisor of Special Education shall provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEALS PROCESS

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

Legal References

1. Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401

BJ

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Outside Applied Behavior Analysis Therapy**	**6.4053.1**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

This procedure applies to "private pay providers", which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.

BACKGROUND CHECKS

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of all private pay providers.

Before an individual submits to a background check, he/she will receive from the Human Resources Department a copy of the district's Privacy Requirements as well as receive and sign a copy of the district's Privacy Act. The Human Resources Department will keep track of which individuals receive a copy of the Privacy Act and will maintain the signed copy.

An individual who is required to undergo a background check will receive written instructions from the Human Resources Department on how to register for fingerprinting from **Central Office personnel**. He/she will register for fingerprinting and arrive at the scheduled time.

The individual will be informed that the fingerprint-based background check will be used to check the criminal history records of the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

If a third party is utilized, the individual will receive a signed receipt at the end of the fingerprinting session which shall be provided to the school district for proof of fingerprinting.

Fingerprints will be electronically forwarded to the TBI, and all results will be processed and delivered to the **Trousdale County School District** by the TBI.

IEP TEAM COORDINATION

Private pay providers shall coordinate with the student's IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;

- Ensuring documentation is accurate and promptly provided to all parties; and

- Coordinating with the IEP team prior to each meeting.

TERMINATION OF SERVICES

If termination is necessary, the Special Education Supervisor shall provide the parent/legal guardian with a letter outlining the reason for the termination.

BK

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Outside Applied Behavior Analysis Therapy Complaint Form**	**6.4053.2**	**07/01/26**
		Rescinds:	Issued: **07/01/26**

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed with the Director of Schools on the following form:

Name of Student: _____

School: _____ Grade: _____

Private Pay Provider: _____

Reason for Complaint: _____

_____

_____

_____

_____

_____ _____

Signature of Complainant Date

_____ _____

BL

Attachment BL

Procedures for Parent Notification

Parent notification procedures are intended to promote communication consistency and transparency to families and the community.

Notification will be timely, direct, consistent and transparent. All notifications will be sent out no later than 48 hours from the time of any known incident.

The district will publish to the following communication channels, depending on the situation:

- Mass text system – Primary Communication Channel
- District website
- The district's social media pages
- Local radio station (93.5 WTNK Fun Radio)
- News channels (2, 4, 5, 17)
- Other channels as reasonably required

Delayed Openings/Early Closures: Announcements may also be published to any or all of the following platforms: social media, local radio station, news channels, website.

Information related to school events: Announcements may be published to any or all of the following platforms: text message sent to parents of the school the information pertains to, website, social media

Threat: School District leadership will consult with law enforcement and release a joint statement that is consistent with district policy. Statements will be posted as soon as reasonably possible with consideration to not impede the investigation or student safety plans. Updates will be released as needed. Communication may also be distributed by means of: website or social media posts.

Transportation Delays: Announcements may also be published to any or all of the following platforms: social media, local radio station, news channels, website.

Weather related Announcements may also be published to any or all of the following platforms: social media, local radio station, news channels, website.

The District reserves the right for leadership to exercise professional judgment based on specific circumstances in each situation.

Communication practices will be updated as necessary to better serve the students and families of Trousdale County.

BM

Attachment BM

TCHS Athletic Director Roles and Responsibilities

The Principal's Role in Athletics

The TSSAA holds the principal accountable for the school's athletic program, including hiring qualified coaches, ensuring eligibility compliance, and setting a culture of sportsmanship. They are responsible for the overall school behavior and must approve coaches' contracts

- Hiring and Interviewing of all Coaching Candidates
- Facility Management
- Direct Supervisor of Athletics and Coaches
- Direct Supervisor of Athletic Trainer

Athletic Director

The Athletic Director's Role in Athletics

The AD acts as the "manager" in the middle, bridging the gap between coaches and school administration. Reports directly to Principal

- Requirements
    - Cannot be a Head Coach
    - Prefer Assistant Coach or no coaching role
    - $5,500 supplement and extra planning period
    - Must be on the High School Faculty

Roles and Responsibilities

- Compliance: Ensures all athletes have physicals and meet TSSAA eligibility requirements.
    - Works WITH Trainer on TSSAA Physical compliance
    - TSSAA Portal Eligibility for Current Student Athletes
    - Transfer and Homeschool Management
    - Attend all TSSAA AD Meetings
- Logistics: Manages game scheduling, transportation, and equipment.
    - Game Scheduling
        - FB and BB Contracts

        - Submit all to TSSAA Portal
        - Managing Sport to Sport Scheduling conflicts
        - Managing School to School Scheduling conflicts
    - Buses with Mr. Wilson
- Personnel: Supports, evaluates, and monitors coaches.
    - Ensure compliance with Faculty, Non faculty, and Volunteer coaches on District and TSSAA Rules/Regulations.
    - Register all coaches in the TSSAA Portal
    - Ensure all Coaches have met TSSAA Coaches Education Requirements
- Fundraising
    - Coordinate yearly fundraisers for Athletic Department
    - Manage and submit team fundraisers submitted to Board of Education
    - (w/admin)
- Game Day
    - Arbiter with officials
    - Gate: Monies and Worker Schedule
    - Game Administrator Duties for Majority of games
    - Concessions: Management of personnel and supplies
- Communication and Public Relations:
    - Coordinate and assist teams with parental engagement activities.
    - Track parental involvement activities by individual schools.
    - Ensure Social Media Presence
    - Ensure parents and communicate access to school apparel year round.
    - Handle and Coordinate Senior Athlete signing days.
- Information
    - School expert on TSSAA Bylaw
- Facilities
    - Ensure facilities and fields are maintained and compliant
- Other
    - Duties assigned by the principal

Attachment BN

Trousdale County Schools
103 Lock Six Road | Hartsville, TN 37074 | www.tcschools.org

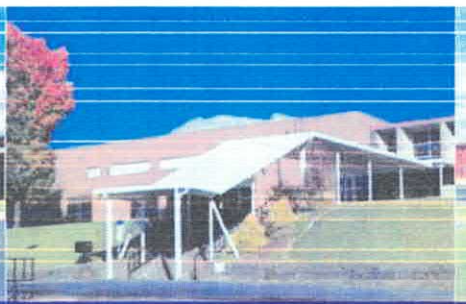
Trousdale County Schools

Strategic Compensation Plan

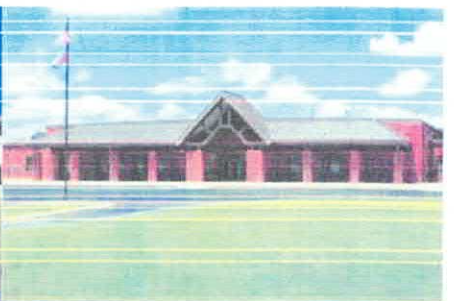
2026-7 School Year



TROUSDALE COUNTY ELEMENTARY SCHOOL



JIM B. SATTERFIELD MIDDLE SCHOOL



TROUSDALE COUNTY HIGH SCHOOL

A. Baseline Salary Schedule

BACHELOR

0 years	$51,500
1-5 years	$52,164
6-10 years	$54,971
11+ years	$58,607

Advanced Degree

0-5 years	$55,213
6-10 years	$59,086
11+ years	$63,221

B. SCHOOL-WIDE BONUS:

Each teacher may receive a school-wide bonus not to exceed $3,500

Teacher bonuses shall be determined by the number of benchmarks achieved by the school during the academic year from the School-wide Benchmarks Rubric.

Elementary $3,500

10	$3,500
9	$3,150
8	$2,800
7	$2,450
6	$2,100
5	$1,750
4	$1,400
3	$1,050
2	$700
1	$350

Middle School $3,500

13	$3,500
12	$3,231
11	$2,962
10	$2,692
9	$2,423
8	$2,154
7	$1,885
6	$1,615
5	$1,346
4	$1,077
3	$808
2	$538
1	$269

High School $3,500

12	$3,500
11	$3,208
10	$2,917
9	$2,625
8	$2,333
7	$2,042
6	$1,750
5	$1,458
4	$1,167
3	$875
2	$583
1	$292

C. INDIVIDUAL TEACHER PERFORMANCE:

Elementary School

PreKindergarten & Kindergarten	**Level 5**	***State Portfolio***	$3,000
	Level 4	***State Portfolio***	$2,000
1st grade	**Level 5**	***State Portfolio***	$3,000
	Level 4	***State Portfolio***	$2,000
2nd grade	**Level 5**	***State Portfolio***	$3,000
	Level 4	***State Portfolio***	$2,000
3rd, 4th, 5th grade TVAAS Subject Area	**Level 5**		$3,000
	Level 4		$2,000
Middle School			
TVAAS Subject Area	**Level 5**		$3,000
	Level 4		$2,000
High School			
TVAAS Subject Area	**Level 5**		$3,000
	Level 4		$2,000

D. HARD TO STAFF POSITIONS:

Special Education (Moderate Needs)	$4,000
Special Education (Cognitive Needs)	$5,000
High School Math	$5,000
High School Chemistry/Physics	$5,000
High School Foreign Language	$5,000
High School Language Arts	$5,000
Middle School Language Arts	$4,000
Middle School Math	$4,000

E. TEACHER LEADERS STIPENDS

Elementary School PreK-2 Portfolio Chairperson	$2,000
Elementary School Grade K-5 ELA Department Chairperson (6)	$2,000
Elementary School Grade K-5 Math Department Chairperson (6)	$2,000
Elementary School Special Education Chairperson (1)	$2,000
Elementary School Grade K-5 ILP-D Developer(s)	$125 per ILP-D
ESL K-12 ILP Developer (1)	$125 per ESL ILP
Middle School Math Department Chairperson (1)	$2,000
Middle School ELA Department Chairperson (1)	$2,000
Middle School Science Department Chairperson (1)	$2,000
Middle School Social Studies Department Chairperson (1)	$2,000
Middle School Special Education Chairperson (1)	$2,000
High School Math Department Chairperson (1)	$2,000
High School ELA Department Chairperson (1)	$2,000
High School Biology Department Chairperson (1)	$2,000
High School Social Studies Department Chairperson (1)	$2,000
High School Ready Graduate Chairperson (1)	$2,000
High School Special Education Chairperson (1)	$2,000

F. EFFECTIVE PRINCIPALS & ASSISTANTS:

Each Principal/Assistant may receive a school-wide bonus not to exceed $9,000

	Bonus	Indicators
Elementary Principal & Sch Inst Coord	$9,000	Determined from the (10) Elementary School School-wide indicators
Middle School Principal & Sch Inst Coord	$9,000	Determined from the (13) Middle School School-wide indicators.

High School Principal & Sch Inst Coord.	$9,000	Determined from the (12) High School School-wide Rubric indicators.

(see School-wide Benchmarks Rubric for specific school-wide performance measures)

G. EFFECTIVE SUPERVISORS:

Each Instructional Supervisor may receive a school-wide bonus not to exceed $9,000

	Bonus	Indicators
Math/Science Supervisor of Instruction	$9,000	Based off indicators assigned
ELA/History Supervisor of Instruction	$9,000	Based off indicators assigned
PreK/Intervention Supervisor	$9,000	Based off indicators assigned
Special Education Supervisor	$9,000	Based off indicators assigned
CTE Director	$9,000	Based off indicators assigned

(see School-wide Benchmarks Rubric for specific school-wide performance measures)

Trousdale County School Wide Benchmarks

Indicators (10)	Highest Need Students TVAAS Growth	2nd grade Reading Achievement	2nd grade Math Achievement	3rd grade Reading	3rd grade Math	4th grade Reading	4th grade Math	5th grade Reading	5th grade Math	5th grade Science	$3,500
ELEMENTARY SCHOOL	Level 4	≥ 49.5% E/M	≥ 49.5% E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	Level 4 or ≥ 49.5 E/M	
2025-26											

*May achieve either TVAAS Growth or established Achievement Success Rate.

Indicators (13)	Highest Need Students TVAAS Growth	6th grade Reading	6th grade Math	6th grade Science	6th grade Social Studies	7th grade Reading	7th grade Math	7th grade Science	7th grade Social Studies	8th grade Reading	8th grade Math	8th grade Science	8th grade Social Studies	$3,500
MIDDLE SCHOOL	Level 4	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 45.4 E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 55.0 E/M	
2026-27														

*May achieve either TVAAS Growth or established Achievement Success Rate.

Indicators (12)	Highest Need Students TVAAS Growth	Graduation Rate (State)	College Career Readiness	TISA Graduate	FAFSA Completion	Algebra 1	Algebra 2	Geometry	English 1	English 2	Biology	US History	$3,500
HIGH SCHOOL	Level 4	≥ 92.0%	≥ 90%	≥ 65%	≥ 90%	Level 4 or ≥ 40.1% E/M	Level 4 or ≥ 40.1% E/M	Level 4 or ≥ 40.1% E/M	Level 4 or ≥ 45.4% E/M	Level 4 or ≥ 45.4% E/M	Level 4 or ≥ 55.0 E/M	Level 4 or ≥ 55.0 E/M	
2026-27													

*May achieve either TVAAS Growth or established Achievement Success Rate.

Trousdale County Alternative Compensation Eligibility Rules

To be eligible to participate in the Alternative Compensation program all teachers and principals must meet all of the following general eligibility requirements. Requirements may change annually. All educator inquiries/issues with requirements shall be reviewed by the Steering (Design) Committee which consists of teachers, principals, board members, community members, and the Director of Schools and approved annual by the Board of Education.

1. All new employees entering the school district will be part of the district Alternative Compensation Plan.

2. On May 18, 2017, Demetrice Badru, Shelley Cook, Jessica Cunningham, Ashlea Evitts, Bridget Gregory, Allison Linville, Marilyn Morton, and Laura Wilson were allowed to join the district Alternative Compensation Plan under the present eligibility rules. These new Alternative Compensation Plan participants shall be provided bonuses, increases to baseline salary, and other awards as outlined in the Alternative Compensation Plan beginning with the 2017-18 school year.
3. Substitute teachers, or student teachers are *not* eligible. Hourly employees are not eligible to participate in the alternative compensation program.
4. Eligible employees must hold a valid teaching license from the State of Tennessee to be eligible to receive bonus awards. If a teacher is assigned to a bonus or hard to staff position after the 20th day of school, their bonus will be prorated based on the number of days in that position.
5. To receive a hard to staff stipend, a teacher's level of effectiveness must be a 3 or greater.
6. Employees must be supervised and evaluated by the principal or his/her designee of the campus where they are serving students. (This does not apply to Principals)
7. For applicable employees, employees must review instructional-linkage and assignment-verification information for accuracy (Teachers are responsible for claiming their students' individual scores).
8. Employees must be in attendance 94.44% or 170 days of the 180 instructional days identified in the "instructional school calendar" to receive their school-wide bonus, individual teacher performance, teacher leader incentive, or principal bonuses. This means that employees cannot be absent for more than 10 days. The following types of leave will be held harmless (not count as days absent) and match the Board's current policies and term definitions: *bereavement, military leave, FMLA - family medical leave (must be authorized through the Central Office), assault leave, jury duty, and off-campus duty (such as professional development opportunities or activities approved by the District).*
9. Employees must be continuously employed in a tested position until the last day of school to receive the Individual Teacher Performance bonus.
10. Employees must be in "good standing" to receive any bonus. "Good standing" means that all paperwork/certifications are up to date.

11. Bonuses for employees who transfer from one bonus-eligible position to another bonus-eligible position during the school year shall be determined on the basis of the bonus-eligible position held for the majority of the school year.
12. Employees will not be eligible for bonuses that transfer from a bonus eligible position to a non-bonus eligible position.
13. Awards for employees who work at multiple schools will be determined by the school for which they are evaluated.
14. Employees who voluntarily elect (except for retirement) not to return to the district in the following year for which bonuses are rewarded shall not be eligible any bonus award payments.
15. Employees must be currently employed by the district at the time of payment to receive any bonus award payment.

Trousdale County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance of Non-Resident Students**	**6.204**	**07/17/26**
		Rescinds: **6.204**	Issued: **07/18/19**

The Director of Schools and the school Principal may accept any out of county students in Pre-Kindergarten through twelfth grade on a case by case basis.

- Such students shall make application at least two (2) weeks prior to the first day of school.[2] The Director of Schools shall provide non-resident students notice of eligibility for re-enrollment by the end of the school year.

If an employee of the school district has a residence outside the school district, his/her children will be allowed to attend grades PreK-12.

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3105

Cross References

Revenues 2.400
Students from Military Families 6.506